



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 11/25/2013

INVOICE NO: SPSPG13

CONTRACT: Proposed SP II

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASE I: EXPLORATION/FEASIBILITY

FIXED FEE: \$5,075.00 (first of three equal payments for Phase I)

SUBTOTAL: \$5,075.00

EXPENSES: \$0.00

TOTAL DUE: \$5,075.00

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- Property owner outreach/proponent group formation (complete)
- Proponent group meetings/presentations (2) (complete)
- Proposal and Agreement (complete)
- Formation timeline and tasks (complete)
- Initial meetings with City Clerk, Council District 14 and Mayor's office (partially complete/ongoing)
- South Park Board of Directors - Board President/ED meetings (partially complete/ongoing)

This invoice covers these additional tasks, which will commence upon receipt of invoice (estimated completion of these tasks is Jan 31, 2014):

- Development of initial round of maps, visual aids and handouts to guide Steering Committee discussions
- Survey new area/identify land use characteristics (informs methodology/zones)
- First Steering Committee meeting
- Coordination with accounting, legal and contracted service providers (maintenance, security, marketing, etc.) to develop/refine service plan/budget (ongoing)
- Requests by SPSG Board and staff and/or SPII Steering Committee members (ongoing)

SUBTOTAL	35 hours	\$5,075.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$5,075.00

***This invoice covers the first of three equal payments for
SPII Formation - Phase I: Exploration/Feasibility
(\$5,075 ea/\$15,225 total)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 01/15/2015

INVOICE NO: SPSPG20

CONTRACT: Data Collection Strategy & Long Term Partnership Planning

TYPE: RETAINER

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: Data collection, report production, analysis, recommendations and related services as outlined in our January 5, 2015 response to the RFP: Data Collection Strategy & Long Term Partnership Planning.

FIXED FEE: \$1,250.00 (retainer)

SUBTOTAL: \$1,250.00

EXPENSES: \$0.00

TOTAL DUE: **\$1,250.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- All services provided pursuant to this retainer shall be accounted for in the next invoice for this project.

SUBTOTAL	\$1,250.00
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EXPENSES	\$ 0.00
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BALANCE NOW DUE	FIXED FEE	\$1,250.00
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This invoice covers the retainer for this agreement/scope.

Four additional invoices shall follow:

\$2,500, \$2,500, \$2,500 and \$1,000/NTE \$9,750 total



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 02/27/2015

INVOICE NO: SPSPG22

CONTRACT: Data Collection Strategy & Long Term Partnership Planning

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: Data collection, report production, analysis, recommendations and related services as outlined in our January 5, 2015 response to the RFP: Data Collection Strategy & Long Term Partnership Planning (City Clerk-LADWP-LA BID Consortium.)

FIXED FEE: \$2,500.00

SUBTOTAL: \$2,500.00

EXPENSES: \$0.00

TOTAL DUE: **\$2,500.00**

SIGNED BY: Tara Devine
Principal

MEETINGS & CONFERENCE CALLS

- 1/20/15 - Meeting/call with City Clerk (M. Paster) and LA BID Consortium (J. Lall) to discuss the accepted Devine Strategies proposal and refine the scope of the 2015 State of the BIDs Survey/Report (complete)
- 1/30/15 – Meeting w/ LADWP (I. Aimiuwu) to discuss what questions LADWP might like to see included in the 2015 State of the BIDs Survey/Report; discuss the longer-term data that LADWP would like to collect from BIDs and BID businesses. (complete)
- 2/12/15 – Attend and present at the February meeting of the LA BID Consortium to 1) preview additions/changes to the 2015 Report; 2) seek input from members on the draft 2015 State of the BIDs Survey; 3) encourage completion of the Survey. (complete)

SERVICES PROVIDED

- Scheduling, coordination and preparation of collateral materials for meetings and calls outlined above (complete)
- Development of a draft online Survey for the State of the BIDs Report - 47 questions (mix of multiple choice, text/comment, with conditional formatting) (complete)
- Revisions to online Survey based on Client and BID Consortium feedback - 54 questions (mix of multiple choice, text/comment, with conditional formatting) (complete)
- Creation of a Survey-specific mailing list (LA BID staff/board only) (complete)
- Posting and distribution of the online Survey to all BIDs in Los Angeles (2/23) (complete)
- 1st reminder to complete the online Survey to all BIDs in Los Angeles (3/2) (scheduled)
- Create and provide multiple Survey links to organizations managing multiple BIDs (complete)
- Answer questions/emails from BIDs about the Survey (complete)

SUBTOTAL \$2,500.00

EXPENSES \$ 0.00

BALANCE NOW DUE **FIXED FEE** **\$2,500.00**

This invoice covers the second of five payments for this agreement/scope.

Three additional invoices shall follow:

\$2,500, \$2,500, and \$1,000/NTE \$9,750 total



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 4/14/2015

INVOICE NO: SPSPG23

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (sixth of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: \$4,875.00

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Support Executive Director's periodic updates to Steering Committee	(ongoing)	
• Database and Management District Plan changes (2/27, 3/3, 3/9, 4/12)	(complete)	
• Research to resolve technical issues as part of MDP/ER development	(ongoing)	
• Furnish Engineer with 2 nd draft Management District Plan and revised database	(complete)	
• Coordination with Engineer to develop Engineer's Report (2 nd & 3rd drafts)	(complete)	
• Submit 2 nd draft Management District Plan and ER (3/9)	(complete)	
• 3/25 – Meeting w/ M. Paster and R. Scott (City Clerk) to review comments on 2 nd draft MDP/ER incl. detailed notes for Engineer (could not attend)	(complete)	
• Provide written notes to Engineer with comments on 2 nd draft ER (3/25); follow up (4/10), fix minor errors (4/12)	(complete)	
• Submit 3 rd draft Management District Plan and ER (4/12)	(complete)	
• 3/30 – Conference call w/ J. Lall and A. Irvine re: petition preparation	(complete)	
• 4/14 – 4 th Steering Committee Meeting	(complete)	
• 4/14 – Conference call w/ R. Scott re: wrap up and petition phase	(complete)	
• Email write up of action items for petition preparation and Steering Comte (3/30)	(complete)	
• Develop collateral materials for petition packets (4/7, 4/9, 4/12)	(complete)	
a. Cover letter		
b. BID FAQ		
c. Promotional Piece		
d. MDP Summary + map		
• Incorporate J. Lall comments on collateral materials for petition packets (4/13)	(complete)	
• Develop SC mtg agenda and digestible ownership database for SC review (4/12)	(complete)	
• Assemble and deliver collateral materials for SP to print (4/12-4/13)	(complete)	
• Assemble materials request for SP: office supplies need for petition stage (4/14)	(complete)	
• Updates to/coordination w/ City Clerk staff (2/27, 3/4, 3/25, 3/31, 4/10, 4/12, 4/14)	(complete)	
• Updates to CD14 (4/1)	(complete)	
• Resolve Mack Urban parcels, ownership names and mailing addresses (4/14)	(complete)	
• Answer Neman questions about assessments/methodology (4/14)	(complete)	
• Attempt to get Clerk to update Mark Urban ownership (4/14)	(complete)	
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(ongoing)	
SUBTOTAL	35 hours	\$4,875.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$4,875.00

This invoice covers the sixth of up to nine equal payments for SPII Formation - Phases II & III: Outreach & Formation (\$4,875 per each 35 hours of work/NTE \$43,875 total)



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 4/20/2015

INVOICE NO: SP5G24

CONTRACT: Proposed SPII – Attachment C

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: ONE-TIME PROPERTY OWNER RESEARCH RELATED TO SPII PETITION
COLLECTION

FIXED FEE: \$1,500.00

SUBTOTAL: \$1,500.00

EXPENSES: \$0.00

TOTAL DUE: **\$1,500.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- Research each property owner in the SPII database to identify: (complete)
 - a. Owner name(s), officer name(s) or other company contact
 - b. Phone number(s)
 - c. Email addresse(s) if available
 - d. Company website/additional mailing address information
 - e. General contact leads/information

This information is to be used to aid in the collection of signed petitions from property owners in order to advance the SPII BID Formation effort to the ballot stage.

SUBTOTAL	\$1,500.00
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EXPENSES	\$ 0.00
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BALANCE NOW DUE	FIXED FEE	\$1,500.00
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645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 4/29/2015

INVOICE NO: SP5G25

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (seventh of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Support Executive Director's periodic updates to Steering Committee	(ongoing)
• Assemble and deliver additional collateral materials for SP to print (4/14)	(complete)
• Coordinate with SP staff for photographs and revise/final Promotional Piece and Cover Letter (4/15, 4/19)	(complete)
• Mail merge for BID petitions (4/16-4/17)	(complete)
• Mail merge for BID packet mailing labels and return mailing labels (4/19)	(complete)
• Visit Assessor for property owner research on Lennar, Mack Urban and Union Bank; additional analysis and recalculation of assessment required for Lennar – 4 APNs collapsed into 1 new (4/17, 4/22)	(complete)
• Update Lennar petitions, update database and petition tracker, send updated information/explanation to Clerk (4/17)	(complete)
• Review, edit and final property owner research completed by subcontractor (4/20)	(complete)
• 4/21 – Meeting w/ J. Lall to discuss preliminary assignments for outreach	(complete)
• 4/21 – Assemble petition packets w/ P. Hsu; prepare all packets for mailing	(complete)
• Develop simple list of owner names for J. Lall to distribute to the Steering Committee and SP Board to identify any personal relationships (4/22)	(complete)
• Develop streamlined spreadsheet with combined ownerships ordered by % (4/22)	(complete)
• Coordinate w/ M. Paster to identify solution to Mack Urban petitions: out-of-date ownership still reflected in re-checked Assessor data	(complete)
• Invite Clerk staff to May 4 th Community meeting (4/22)	(complete)
• Reply to questions from A. Hickabotton (4/23)	(complete)
• Emails w/ M. Paster re: ED Committee and Council deadlines for SPII petitions and follow-up with J. Lall re: ability to complete petition phase in time to avoid manual billing (4/27)	(complete)
• Cull individual petitions and email packets for: Needleman (4/22), Emrani (4/23), Taban (4/22, redo 4/23), Gabbay (4/23), Gordon (4/23), Feit (4/23), Lennar (4/23), LAUSD (4/23, re-send 4/29), Forest City (4/23), Lalwani (4/28)	(complete)
• Calls to Bolour (4/28), Farahirad (4/28), Lalwani (4/28) and LAUSD (4/28, 4/29)	(complete)
• Forward signed petitions to D. Rader for verification (4/28, 4/29)	(complete)
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(ongoing)
SUBTOTAL	35 hours \$4,875.00
EXPENSES	\$ 0.00
BALANCE NOW DUE	FIXED FEE \$4,875.00

This invoice covers the seventh of up to nine equal payments for SPII Formation - Phases II & III: Outreach & Formation (\$4,875 per each 35 hours of work/NTE \$43,875 total)



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 5/28/2015

INVOICE NO: SP5G26

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (eighth of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: \$4,875.00

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Support Executive Director's periodic updates to Steering Committee	(ongoing)	
• Coordination w/ J. Lall and P. Hsu re: petitions, Council approval and related issues (4/30, 5/1, 5/4, 5/5, 5/6, 5/7, 5/8, 5/9, 5/11, 5/12, 5/13)	(complete)	
• Send collateral materials for SP to print for 5/4 property owner outreach mtg (4/30)	(complete)	
• 5/4 – Community Meeting re: SPII BID (all property owners in the district invited)	(complete)	
• 5/6 – CD9 office visit to seek waiver of the SPII Ordinance of Intention from Economic Development Committee	(complete)	
• 5/13 – Attend City Council meeting – Ordinance of Intention, Item #33 - entire special agenda continued by Council at their discretion	(complete)	
• Emails or calls w/ City Clerk staff: M. Paster, R. Hinkson, D. Rader, M. Montez, E. Vancise, R. Scott re: petition verification, committee waiver and council scheduling and rescheduling, Mayoral concurrence/signature and related issues (5/4, 5/5, 5/6, 5/7, 5/8, 5/11, 5/12)	(complete)	
• Cull 4 owner petitions (Bolour, SBS, Ebrahimian, Shahery) for 10 total properties; develop draft emails and send e-packets for each owner to L. Neman to facilitate his direct contact with these owners known to him (5/1)	(complete)	
• Cull individual petitions and email packets for: A Community of Friends (5/1), Rad Investment Group (5/1), Dignity Health (5/1), Delson Investments (5/1), Bank of America (5/1), Peykar (5/1), Gabbay (5/1)	(complete)	
• Follow-up on problem petition (due outdated ownership/deed required) for Mack Urban (5/4, 5/5, 5/7)	(complete)	
• Follow-up/answer questions for LBA Realty (5/4, 5/5, 5/6, 5/7, 5/8), SBS Limited (5/6, 5/16), Giselle (5/5, 5/21), Herman (5/7), LAUSD (5/6), Delson Investments (5/6), Ebrahimian (5/6)	(complete)	
• Forward signed petitions to D. Rader for verification, answer questions, obtain and submit verification of ownership for select petitions (4/30, 5/1, 5/4, 5/5, 5/6, 5/7, 5/8)	(complete)	
• Maintain and update spreadsheet to track petitions – color coded assignments, create an update notes on contacts and any follow up required, maintain ongoing tally of % of petitions received and verified (4/30 – 5/13)	(complete)	
• Non-substantive database, MDP and ER edits at City Clerk request (5/1, 5/4, 5/5)	(complete)	
• Research one APN and edit map to remove one parcel – accidentally mapped but not in dbase/ER/MDP (5/5)	(complete)	
• Updates and/or requests for assistance and thank yous to Council Districts 9 (5/6, 5/8, 5/12) and 14 (5/5, 5/8)	(complete)	
• Briefing information for CD9 and CD14 re: Ordinance of Intention (5/11, 5/12)	(complete)	
• Thank yous to parties who assisted with petition signatures (as received)	(complete)	
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(ongoing)	
SUBTOTAL	35 hours	\$4,875.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$4,875.00

This invoice covers the eighth of up to nine equal payments for SPII Formation - Phases II & III: Outreach & Formation (\$4,875 per each 35 hours of work/NTE \$43,875 total)



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 8/3/2015

INVOICE NO: SPSPG27

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (ninth of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Support Executive Director's periodic updates to Steering Committee	(complete)
• Coordination w/ J. Lall and/or P. Hsu re: petitions, ballots, Council approval and related issues (5/15, 5/18, 5/20, 5/21, 5/22, 5/26, 6/30, 7/21, 7/23, 7/27, 7/28, 7/29)	(complete)
• 5/15 – Attend City Council meeting – Ordinance of Intention, Item #10 - continued due to lack of 12 members present – 12 votes required	(complete)
• 5/20 – Attend City Council meeting – Ordinance of Intention, Item #24 - approved	(complete)
• Emails or calls w/ City Clerk staff: M. Paster, R. Hinkson, D. Rader, M. Montez, E. Vancise, R. Scott re: petition verification, committee waiver and council scheduling and rescheduling, Mayoral concurrence/signature and related issues (5/18, 5/20, 5/21, 5/22, 5/28, 7/20, 7/21, 7/30)	(complete)
• Forward signed petitions to D. Rader for verification, answer questions, obtain and submit verification of ownership for select petitions (5/20)	(complete)
• Maintain and update spreadsheet to track petitions – color coded assignments, create an update notes on contacts and any follow up required, maintain ongoing tally of % of petitions received and verified (5/14 – 5/20)	(complete)
• Follow-up/answer assessment-related questions for property owners: SBS Limited (5/16), Giselle (5/21, 6/25), CRA Banner/Printing Company (6/1), and Lennar (7/27)	(complete)
• Thank yous to parties who assisted with petition signatures (rolling; as received)	(complete)
• Follow-up with Steering Committee and other property owners re: ballot process, ascertain receipt of ballots and assist them with requesting replacements ballots if not received (6/1, 6/3, 6/18, 6/23, 6/25)	(complete)
• 7/28 - Attend City Council meeting – Final Hearing/Protests, Item #3 – approved with no protests	(complete)
• 7/28 – Observe City Clerk staff tabulation of ballots; record votes	(complete)
• 7/29 - Attend City Council meeting – Ordinance of Establishment, Item #24 - approved	(complete)
• Coordination w/ Council District 14 re: 7/28 and 7/29 council meetings (7/21, 7/27)	(complete)
• Thank yous to CD14 staff and CM Huizar for support (7/28)	(complete)
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(complete)
SUBTOTAL	35 hours \$4,875.00
EXPENSES	\$ 0.00
BALANCE NOW DUE	FIXED FEE \$4,875.00

This invoice covers the ninth of up to nine equal payments for SPII Formation - Phases II & III: Outreach & Formation (\$4,875 per each 35 hours of work/NTE \$43,875 total)



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 11/21/2014

INVOICE NO: SPSPG19

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (fourth of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- Support Executive Director's periodic updates to Steering Committee (ongoing)
- Extensive coordination with Engineer to develop Engineer's Report (1st draft) (complete)
- Additional rounds of refinements to 1st draft Management District Plan (ongoing)
- Research to resolve technical issues as part of MDP/ER development (ongoing)
- Parcel research pursuant to incomplete/inaccurate Assessor data (complete)
- Field surveys, parcel map and building permit review for problem parcels (complete)
- Revisions to BID map (complete)
- Create 2nd BID map with APNs (complete)
- Updates to City Clerk staff (ongoing)
- Submission of 1st draft MDP, ER and previously reviewed database for City review (complete)
- 11/19 Conference call w/ J. Lall to outline various technical issues and resolutions (complete)
- Requests by SPSG Board and staff and/or SP11 Steering Committee members (ongoing)

SUBTOTAL	35 hours	\$4,875.00
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EXPENSES		\$ 0.00
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BALANCE NOW DUE	FIXED FEE	\$4,875.00
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***This invoice covers the fourth of up to nine equal payments for
SP11 Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 10/8/2015

INVOICE NO: SPSG28

CONTRACT: Data Collection Strategy & Long Term Partnership Planning

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: Data collection, report production, analysis, recommendations and related services as outlined in our January 5, 2015 response to the RFP: Data Collection Strategy & Long Term Partnership Planning (City Clerk-LADWP-LA BID Consortium.)

FIXED FEE: \$2,500.00

SUBTOTAL: \$2,500.00

EXPENSES: \$0.00

TOTAL DUE: **\$2,500.00**

SIGNED BY: Tara Devine
Principal

MEETINGS & CONFERENCE CALLS

- 9/10/15 – Attend and present at the September meeting of the LA BID Consortium to (complete)
1) provide an update on the resumed project; 2) seek input from members on Survey results; 3) discuss barriers to collecting data desired by LADWP and 4) discuss barriers to increasing BID/BID businesses' participation in LADWP programs.

SERVICES PROVIDED

- 2nd, 3rd and 4th email reminders to BIDs to complete the online Survey (complete)
- Phone calls to still-outstanding BIDs to complete Survey (complete)
- Technical support/answer questions from BIDs about the Survey, reopen survey for respondents who missed deadline, etc. (complete)
- Coordination related to project delays; updated project timeline when resumed (complete)
- Request/reminders, label and manage photos submitted by BIDs for use in Report (complete)
- Survey data compilation (complete)
- Survey data review/analysis, including resolution of data inconsistencies (complete)
- Survey summary report – 1st Draft (complete)
- Project updates/emails (complete)

SUBTOTAL \$2,500.00

EXPENSES \$ 0.00

BALANCE NOW DUE FIXED FEE \$2,500.00

This invoice covers the third of five payments for this agreement/scope.

Two additional invoices shall follow:

\$2,500, and \$1,000/NTE \$9,750 total



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 3/3/2015

INVOICE NO: SPSPG29

CONTRACT: Joint Renewal of SP/SPII

TYPE: FIXED FEE - RETAINER

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: Some minor startup activities have begun in preparation for SPI/SPII BID renewal. These and other services billed against this retainer shall be described and accounted for on the second invoice, in addition to any hours billed at that time.

RETAINER: \$6,250.00 – Devine Strategies
\$2,500.00 – Ed Henning & Associates

SUBTOTAL: \$8,750.00

EXPENSES: \$0.00

TOTAL DUE: **\$8,750.00**

SIGNED BY: Tara Devine
Principal

This invoice covers the initial retainers for both Devine Strategies (DS) and Ed Henning & Associates (EHA) for the joint renewal of SP and SPIL. EHA is responsible for the licensed engineer's report (ER) that is required by law to support the proposed BID assessments. EHA shall operate a subcontractor to DS. DS assumes all responsibility for timely payment of EHA invoices and all related IRS reporting.

Billing shall occur as follows:

\$6,250 per each 40 hours of Devine Strategies work/NTE \$70,000 total, of which \$62,500 is the base fee, and \$7,500 is a contingency. This shall be billed as ten payments of \$6,250 each. The contingency shall be billed if needed/as expended once 400 hours have been exceeded.

For EHA, the total fee is NTE \$4,500 total, of which \$3,500 is the base fee, and \$1,000 is a contingency. Any DS invoice including EHA services shall include a copy of the EHA invoice. EHA requires a \$2,500 retainer to start work; that invoice is attached. The EHA balance is typically billed much later in the process, typically in two installments, as major ER milestones are reached.

Invoice #1 - Base Fee Advance Retainer – SP BID Merge/Renewal

February 5, 2016

Ms. Tara Devine
Devine Strategies
Los Angeles CA

Re: **Prop 218 Assessment Engineer's Report - Base Fee Retainer Invoice**
South Park BID Merge/Renewal

Services To Be Provided

- Review Management Plan in detail
- Review assessment formula and its components and basis; provide justification
- Review benefit zone differentials (as applicable); provide justification
- Review assessment roll
- Review proposed programs and activities and related costs
- Evaluate proportionate costs relative to proportionate benefits to be received
- Identify, quantify and differentiate “general benefit” costs from “special benefit” costs, including general benefits to the public and perimeter spillover; provide justification
- Prepare a certified and signed “detailed engineer’s report” which conforms to and addresses the seven required Prop 218 special benefit findings
- Provide an eight (8) step sequential methodology for determining and justifying the selected benefit assessment formula

Total Not To Exceed Fee	=	\$4,500.00
Base Fee Advance Retainer	=	\$2,500.00
Remaining Base Fee	=	\$1,000.00
Contingency, if needed	=	\$1,000.00
Total Remaining Balance	=	\$2,000.00

Fee now due = **\$2,500.00**

Please feel free to call me at 760-868-9963 should you need any additional information or have questions.

Respectfully submitted,

Ed Henning

Edward V. Henning, Principal
EHA/PBID 218 inv



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 3/18/2016

INVOICE NO: SPSG30

CONTRACT: Data Collection Strategy & Long Term Partnership Planning

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: Data collection, report production, analysis, recommendations and related services as outlined in our January 5, 2015 response to the RFP: Data Collection Strategy & Long Term Partnership Planning (City Clerk-LADWP-LA BID Consortium.)

FIXED FEE: \$2,500.00

SUBTOTAL: \$2,500.00

EXPENSES: \$0.00

TOTAL DUE: **\$2,500.00**

SIGNED BY: Tara Devine
Principal

MEETINGS & CONFERENCE CALLS

- 10/14/15 – LADWP to review initial data analysis from survey
- 12/4/15 – Conference Call w/ LADWP to review LADWP Report (1st draft)
- 1/29/16 – Meeting w/ A. Thomas to review draft State of the BIDs Report
- 3/2/16 – Conference Call w/ LADWP to review Powerpoint Presentation (1st draft)
- 3/15/16 – Conference Call w/ M. Paster to review draft State of the BIDs Report

SERVICES PROVIDED

- DWP Report & Recommendations (complete)
 - a. 1st draft report (11/15/15)
 - b. 2nd (final) draft report (12/4/15)
- LADWP Powerpoint Presentation (not part of original scope/pro bono) (complete)
 - a. 1st draft presentation (2/28/16)
 - b. 2nd draft presentation (3/7/16)
 - c. 3rd (final) draft presentation (3/8/16)
- State of the BIDs Report (complete)
 - a. Upload photos that BIDs sent via email (Sept-Nov 2015)
 - b. Label all photos with name of BID who provided them (Nov-Dec 2015)
 - c. 1st draft report (1/24/16)
 - d. Revised and condensed 2nd draft report (3/8/16)
 - e. Provide all text/stats and a suggested rough layout to report designer (3/18/16)
 - f. Provide access to BID photos to report designer (2/24/16)
 - g. Provide some report examples (style) to report designer (3/18/16)
 - h. Work with Clerk to obtain BID total assessments (Jan 2016)
 - i. Work with Clerk to revise BID map (Jan-Mar 2016)
- Meetings as requested (complete)
- Project updates/emails (complete)

The only task remaining is ongoing coordination with the report designer to create the final State of the BIDs Report.

SUBTOTAL	\$2,500.00
EXPENSES	\$ 0.00
BALANCE NOW DUE	FIXED FEE \$2,500.00

This invoice covers the fourth of five payments for this agreement/scope.

One additional invoice shall follow:

\$1,000/NTE \$9,750 total



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 4/7/2016

INVOICE NO: SPSC31

CONTRACT: Data Collection Strategy & Long Term Partnership Planning

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: State of the BIDs design/layout services per response to RFP: Data Collection Strategy & Long Term Partnership Planning (City Clerk-LADWP-LA BID Consortium.)

FIXED FEE: \$1,000.00 (Mike Russell, subcontractor for State of the BIDs Report design/layout)

SUBTOTAL: \$1,000.00

EXPENSES: \$0.00

TOTAL DUE: **\$1,000.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- Design and layout service for the State of the BIDs Report by subcontractor Mike Russell (his invoice is attached)

SUBTOTAL	\$1,000.00
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EXPENSES	\$ 0.00
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BALANCE NOW DUE	FIXED FEE	\$1,000.00
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This invoice covers the fifth of five payments for this agreement/scope.

No additional invoices shall follow for this project:

Data Collection Strategy & Long Term Partnership Planning (LADWP/City Clerk MOU)

Mike Russell

3600 Wilshire Blvd., Suite 1032
Los Angeles, CA 90010

Phone: 213-321-6163
Email: mike@russellmgmt.com

Invoice

Invoice #: 4385
Invoice Date: 4/06/16
Customer ID: IFMA LA

Bill To:

Devine Strategies
645 West Ninth St., #110-293
Los Angeles, CA 90015

Date	Project	Description	Cost			Total
4/06/16	State of the BID Report	Design and layout for the State of the BID Report.	\$1,000.00			\$1,000.00
					Subtotal	\$ 1,000.00
					Amount Due	\$ 1,000.00

REMITTANCE Mike Russell
Customer ID: Devine Strategies
Amount Due: **\$ 1,000.00**

10-1003 DEVINE STRATEGIES.-INV SPSG30
DB: 9/21-10/15

RECEIVED
10/3/16.



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 10/3/2016
INVOICE NO: SPSG30
CONTRACT: Joint Renewal of SP/SPII
TYPE: FIXED FEE - RETAINER
TERMS: NET 30
TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015
SERVICES: Renewal of two BIDs (South Park & South Park II) as one BID for 1/1/2017
PERIOD: 3/3/2016 – 8/25/2016
HOURS: 80 hours
SUBTOTAL: \$12,500.00
- RETAINER: \$6,250.00 (INVOICE NO SPSG29)
EXPENSES: \$0.00
TOTAL DUE: \$6,250.00

PLEASE REMIT TO: Devine Strategies
645 West Ninth Street, #110-293
Los Angeles, CA 90015

MEETINGS & CONFERENCE CALLS

- 2/2/16 – Conference Call w/ D. Taban, SP staff (complete)
- 5/26/16 – Kickoff Meeting – Steering Committee discussion of issues, changes, etc. (complete)

SERVICES PROVIDED

- Research, mapping, analysis and discussion re: Taban parcels (complete)
- Coordination with Wildan to obtain corrected levies (complete)
- Coordination with the Engineer to resolve some issues in SP 2011 database produced by New City America (complete)
- Extensive updates to 2011 South Park database including substantial parcel changes (ongoing)
- Updates to 2014 South Park II database (ongoing)
- Combining South Park and South Park II databases, resolving significant formatting/organization inconsistencies and minor formula inconsistencies (complete)
- Submission of initial database to LA City Clerk (complete*)
- Ongoing communication with various City Clerk staff (complete)
- Ongoing communication with client re: project/database (complete)

SUBTOTAL \$12,500.00

- RETAINER (SPSG29): \$ 6,250.00

EXPENSES \$ 0.00

BALANCE NOW DUE **FIXED FEE** **\$ 6,250.00**

This invoice covers the second of ten payments for this agreement/scope.

**The database has been submitted to the LA City Clerk at the time of this invoice; however, this invoice covers all work through 8/25/16, at which time the database had not yet been submitted.*

17-0112 DEVINE STRATEGIES - INV SPG33
DB: 1/6-1/29/17

RECEIVED
1/2/17



DEVINE STRATEGIES

645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 1/12/2017

INVOICE NO: SPSG33

CONTRACT: Joint Renewal of SP/SPII

TYPE: FIXED FEE + HOURLY

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1100 S. FLOWER STREET, SUITE 3400
LOS ANGELES, CA 90015

SERVICES: Renewal of two BIDs (South Park & South Park II) as one BID for 1/1/2018

PERIOD: 8/26/2016 – 12/15/2016 (40 agreement hours)
7/1/2016 – 12/15/2016 (82 addenda hours)

HOURS: 40 agreement hours + 82 addenda hours to bring database up to date

SUBTOTAL: \$6,250.00

SPECIAL: \$5,125.00 (agreement addenda: extra database work)

EXPENSES: \$10.00 (parking, receipt attached)

TOTAL DUE: \$11,385.00

PLEASE REMIT TO: Devine Strategies
645 West Ninth Street, #110-293
Los Angeles, CA 90015

MEETINGS & CONFERENCE CALLS

- 12/6/16 – Meeting with Ellen Riotto, Katie Kieffer to outline, in-depth, the BID renewal process and what to expect (complete)

SERVICES PROVIDED (Original Agreement)

- Coordination with the Engineer and Clerk to resolve issues in South Park 2011 database produced by New City America (ongoing)
- Coordination to reconcile assessment increases in SP with no assessment increased in SP II (ongoing)
- Combining South Park and South Park II databases, resolving significant structural inconsistencies (complete)
- Initial submission of database (complete)
- Review, discuss and implement first-round comments and revisions from Clerk (complete)
- Re-submission of database to LA City Clerk (complete)
- Completion of 1st draft Management District Plan (MDP) (complete)
- Ongoing communication with various City Clerk staff (complete)
- Ongoing communication with client including periodic questions from client (complete)

SUBTOTAL \$ 6,250.00

SERVICES PROVIDED (\$8K Agreement Addenda)

Supplemental Services to bring 2011 and 2015 master databases up to 2017

- 82 hours (@ \$62.50/hr) of updates to 2011 South Park master database including 1,000 + parcel changes (APNs, ownership, mailing address, etc.,) adding a few hundred new parcels, removing obsolete parcels, and calculating assessments for parcels that changed their zoning (e.g. commercial to residential condo triggers a different assessment rate) (complete)

SUBTOTAL \$ 5,125.00

EXPENSES

- Parking for 12/6 meeting @ 1158. Flower St.
NOTE: Turned away by 1100 S. Flower building valet that was unable to handle demand due to holiday party(ies) at restaurant

EXPENSES \$ 10.00

TOTAL \$ 11,385.00

BALANCE NOW DUE **FIXED FEE** **\$ 11,385.00**

This invoice covers the third of ten payments for this agreement/scope + a portion of the agreement addenda/scope.

CUSTOMER RECEIPT

L & R AUTO PARKS, INC. • (213) 629-3263
dba JOE'S AUTO PARKS • www.joesautoparks.com

1158 S. Flower St.

56096

56096

L & R AUTO PARKS, INC. • (213) 629-3263
dba JOE'S AUTO PARKS • www.joesautoparks.com

1158 S. Flower St.

LICENSE PLATE #

17-0310 DEVINE STRATEGIES - INV SPSG34
DB:317-312017.



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

RECEIVED
03/17/17

INVOICE

DATE: 3/16/2017

INVOICE NO: SPSG34

CONTRACT: Joint Renewal of SP/SPII

TYPE: FIXED FEE + HOURLY

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1100 S. FLOWER STREET, SUITE 3400
LOS ANGELES, CA 90015

SERVICES: Renewal of two BIDs (South Park & South Park II) as one BID for 1/1/2018

PERIOD: 12/16/2016 – 2/21/2017 (40 agreement hours)
12/16/2016 – 2/21/2017 (34 addenda hours)

HOURS: 40 agreement hours + 34 addenda hours to bring database up to date

SUBTOTAL: \$6,250.00

SPECIAL: \$2,125.00 (agreement addenda: extra database work)

EXPENSES: \$0.00

TOTAL DUE: **\$8,375.00**

PLEASE REMIT TO: Devine Strategies
645 West Ninth Street, #110-293
Los Angeles, CA 90015

MEETINGS & CONFERENCE CALLS

- 1/13/17 – Conference Call with Ellen Riotto, Katie Kieffer (complete)
- 1/13/17 – Conference Call w/ LA City Clerk (complete)
- 2/8/2017 – South Park II Committee Meeting (complete)
- 2/13/17 – Conference Call w/ LA City Clerk (complete)
- 2/21/17 – Conference Call with Ellen Riotto (complete)

SERVICES PROVIDED (Original Agreement)

- 3rd and 4th submission of database to LA City Clerk (complete)
- Review, discuss and implement LA City Clerk database comments on 3rd and 4th submissions (complete)
- Coordination with the Engineer and Clerk to resolve issues in South Park 2011 database produced by New City America (ongoing)
- Edits to 1st draft Management District Plan (MDP) – develop legal boundary description for entire district and each of five zones (complete)
- Create list of APNs used in legal boundary description (complete)
- Map revisions to new South Park 5-Zone Map: parcel and zone corrections, add APN labels from legal boundary description (complete)
- Ongoing communication with various City Clerk staff (complete)
- Ongoing communication with the Engineer on database/database review 12/15, 12/21, 1/9, 1/10, 1/11, 1/12, 1/20, 1/23, 2/6, 2/7, 2/10, 2/14, 2/21 (complete)
- Ongoing communication with client including periodic questions from client 12/19, 1/9, 1/10, 1/11, 1/23, 1/30, 2/6, 2/7, 2/8, 2/10, 2/11, 2/13, 2/14, 2/15, 2/16, 2/17, 2/21 (complete)

SUBTOTAL \$ 6,250.00

SERVICES PROVIDED (\$8K Agreement Addenda)

Supplemental Services to bring 2011 and 2015 master databases up to 2017

- 34 hours (@ \$62.50/hr) of updates to 2011 South Park master database including 1,000 + parcel changes (APNs, ownership, mailing address, etc.) adding a few hundred new parcels, removing obsolete parcels, and calculating assessments for parcels that changed their zoning (e.g. commercial to residential condo triggers a different assessment rate), identifying issues and resolving them in turn (complete)

SUBTOTAL \$ 2,125.00

EXPENSES

SUBTOTAL \$ 0.00

TOTAL \$ 8,375.00

BALANCE NOW DUE FIXED FEE \$ 8,375.00

This invoice covers the fourth of ten payments for this agreement/scope + a portion of the agreement addenda/scope.

17-05037 Devine Strategies - INV SPSG35
DB: 5/20-6/5/17.

RECEIVED
5/12/17



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 5/3/2017

INVOICE NO: SPSG35

CONTRACT: Joint Renewal of SP/SPII

TYPE: FIXED FEE + HOURLY

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1100 S. FLOWER STREET, SUITE 3400
LOS ANGELES, CA 90015

SERVICES: Renewal of two BIDs (South Park & South Park II) as one BID for 1/1/2018

PERIOD: 2/22/2017 – 4/3/2017 (40 agreement hours)
4/4/2017 – 4/28/2017 (40 agreement hours)
2/22/2017 – 4/28/2017 (12 addenda hours)

HOURS: 80 agreement hours + 12 addenda hours to bring database up to date

SUBTOTAL: \$12,500.00

SPECIAL: \$750.00 (agreement addenda: extra database work)

EXPENSES: \$0.00

TOTAL DUE: **\$13,250.00**

PLEASE REMIT TO: Devine Strategies
645 West Ninth Street, #110-293
Los Angeles, CA 90015

MEETINGS & CONFERENCE CALLS

- 4/6/17 – Meeting w/ LA City Clerk to review MDP and ER edits (complete)
- 4/20/17 – Conference Call with Marcus Lieber re: SP renewal (complete)
- 4/26/17 – Conference Call with Ellen Riotto (complete)
- 4/27/2017 – South Park Board Meeting (complete)

SERVICES PROVIDED (Original Agreement)

- 5th and 6th submission of database to LA City Clerk (complete)
- Review, discuss and implement LA City Clerk database comments on 5th submissions (complete)
- Complete and submit first draft Management District Plan (MDP) (complete)
- Complete and submit first draft Engineer's Report (ER) (complete)
- Complete and submit second draft Management District Plan (MDP) (complete)
- Complete and submit second draft Engineer's Report (ER) (complete)
- Map revisions to new South Park 5-Zone Map: parcel and zone corrections, add two legal street name changes (Chick Hearn Court & LA Live Way) (complete)
- Ongoing communication with various City Clerk staff (complete)
- Ongoing communication with the Engineer on database/database review, ER and related issues 2/26, 2/27, 2/28, 3/1, 3/2, 3/3, 3/7, 3/9, 3/10, 3/13, 3/26, 3/23, 3/24, 3/25, 3/27, 3/28, 3/29, 3/30, 3/31, 4/5, 4/7, 4/10, 4/11, 4/12, 4/17, 4/18, 4/19, 4/21, 4/23, 4/24, 4/27 (complete)
- Ongoing communication with client including periodic questions from client and weekly updates 2/27, 3/1, 3/7, 3/8, 3/9, 3/10, 3/13, 3/14, 3/15, 3/17, 3/21, 3/22, 3/26, 3/27, 3/28, 3/30, 3/31, 4/3, 4/4, 4/6, 4/7, 4/10, 4/17, 4/18, 4/21, 4/22, 4/24, 4/26 (complete)

SUBTOTAL \$12,500.00

SERVICES PROVIDED (\$8K Agreement Addenda)

Supplemental Services to bring 2011 and 2015 master databases up to 2017

- 12 hours (@ \$62.50/hr) of updates to 2011 South Park master database including 1,000 + parcel changes (APNs, ownership, mailing address, etc.,) adding a few hundred new parcels, removing obsolete parcels, and calculating assessments for parcels that changed their zoning (e.g. commercial to residential condo triggers a different assessment rate), identifying issues and resolving them in turn (complete)

SUBTOTAL \$ 750.00

EXPENSES

SUBTOTAL \$ 0.00

TOTAL \$13,250.00

BALANCE NOW DUE FIXED FEE \$13,250.00

17-0602 Devine Strategies - INV SPSC936
PB: 5/20-6/15/17.

RECEIVED
06/02/17



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121



INVOICE

DATE: 6/2/2017

INVOICE NO: SPSC936

CONTRACT: Joint Renewal of SP/SPII

TYPE: FIXED FEE

TERMS: NET 10

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1100 S. FLOWER STREET, SUITE 3400
LOS ANGELES, CA 90015

SERVICES: Renewal of two BIDs (South Park & South Park II) as one BID for 1/1/2018

PERIOD: 4/29/2017 - 5/14/2017 (40 hours)
5/15/2017 - 5/26/2017 (40 hours)

HOURS: 80 hours

SUBTOTAL: \$12,500.00

EXPENSES: \$0.00

TOTAL DUE: \$12,500.00

PLEASE REMIT TO: Devine Strategies
645 West Ninth Street, #110-293
Los Angeles, CA 90015

MEETINGS & CONFERENCE CALLS

- 5/12/17 – Meeting w/ South Park BID staff; petition preparation and outreach (complete)
- 5/24/17 – Meeting w/ LA City Clerk to review MDP and ER edits (complete)
- 5/25/17 – Conference Call with Ellen Riotto (complete)
- 6/1/17 – Conference Call with Ellen Riotto (complete)

SERVICES PROVIDED (Original Agreement)

- Complete and submit third draft Management District Plan (MDP) (complete)
- Complete and submit third draft Engineer's Report (ER) (complete)
- Complete and submit fourth draft Management District Plan (MDP) (complete)
- Complete and submit fourth draft Engineer's Report (ER) (complete)
- Complete and submit fifth draft Management District Plan (MDP) (complete)
- Complete and submit fifth draft Engineer's Report (ER) (complete)
- 7th submission of database to LA City Clerk (complete)
- Create and/or review multiple documents for inclusion in petition packets (complete)
- Furnish detailed office/mailing supplies list for petition stage mailing (complete)
- Create petition stage-formatted database (complete)
- Create petitions (2,000+ parcels) (complete)
- Create mailing labels (approx. 1,500) (complete)
- Extract petitions as needed (complete)
- Petition and database revisions as needed due to recently recorded changes (complete)
- Direct outreach to obtain petition signatures (complete)
- Support BID staff/board members/property owners in their outreach (complete)
- Respond to BID staff and/or owner inquiries throughout petition stage (complete)
- Ongoing communication with various City Clerk staff (complete)
- Ongoing communication with the Engineer on database/database review, ER and related issues 5/4, 5/9, 5/14, 5/18, 5/22, 5/24, 5/25, 5/26 (complete)
- Ongoing communication with client including periodic questions from client and/or weekly updates – daily 5/3-5/19 (complete)

SUBTOTAL \$12,500.00

EXPENSES

SUBTOTAL \$ 0.00

TOTAL \$12,500.00

BALANCE NOW DUE FIXED FEE **\$12,500.00**

This invoice covers the seventh and eighth of ten payments for this agreement/scope.



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 4/18/2014

INVOICE NO: SPSPG15

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASE I: EXPLORATION/FEASIBILITY

FIXED FEE: \$5,075.00 (third/final of three equal payments for Phase I)

SUBTOTAL: \$5,075.00

EXPENSES: \$0.00

TOTAL DUE: **\$5,075.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Ongoing property owner outreach as needed	(complete)	
• Steering Committee - technical support	(complete)	
• Steering Committee meetings/presentations (4)	(complete)	
a. Steering Committee agendas		
b. Collateral materials		
c. Powerpoint Presentation / Recommendations:		
i. Assessment Methodology and Rationale		
ii. Boundaries		
iii. Budget		
iv. District stats: land use characteristics, ownership, gov't ownership, etc.		
d. Revised database with assessments and initial identification of common ownerships		
• Revised formation timeline and tasks	(complete)	
• Ongoing refinements to Property Owner Database, ongoing data verification	(complete)	
• Mapping of Steering Committee-owned parcels	(complete)	
• Coordination w/ Executive Director, security contractor and accounting contractor to develop draft budget(s) and recommendations	(complete)	
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(complete)	
SUBTOTAL	35 hours	\$5,075.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$5,075.00

***This invoice covers the third of three equal payments for
SPII Formation - Phase I: Exploration/Feasibility
(\$5,075 ea/\$15,225 total)***

**** NOTE: All of the above tasks are complete for the Phase I: Feasibility portion of the SPII Formation efforts. The Steering Committee and SP BID Board of Directors have voted to proceed with the SPII formation effort, and an addendum to Devine Strategies' contract is in the process of being executed. Many of the tasks from Phase I will continue/be refined in Phase II of SPII Formation (e.g. community outreach, development of collateral materials, timeline and database changes/updates, etc.)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 11/25/2013

INVOICE NO: SPSPG13

CONTRACT: Proposed SP II

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASE I: EXPLORATION/FEASIBILITY

FIXED FEE: \$5,075.00 (first of three equal payments for Phase I)

SUBTOTAL: \$5,075.00

EXPENSES: \$0.00

TOTAL DUE: **\$5,075.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- Property owner outreach/proponent group formation (complete)
- Proponent group meetings/presentations (2) (complete)
- Proposal and Agreement (complete)
- Formation timeline and tasks (complete)
- Initial meetings with City Clerk, Council District 14 and Mayor's office (partially complete/ongoing)
- South Park Board of Directors - Board President/ED meetings (partially complete/ongoing)

This invoice covers these additional tasks, which will commence upon receipt of invoice (estimated completion of these tasks is Jan 31, 2014):

- Development of initial round of maps, visual aids and handouts to guide Steering Committee discussions
- Survey new area/identify land use characteristics (informs methodology/zones)
- First Steering Committee meeting
- Coordination with accounting, legal and contracted service providers (maintenance, security, marketing, etc.) to develop/refine service plan/budget (ongoing)
- Requests by SPSG Board and staff and/or SPII Steering Committee members (ongoing)

SUBTOTAL	35 hours	\$5,075.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$5,075.00

***This invoice covers the first of three equal payments for
SPII Formation - Phase I: Exploration/Feasibility
(\$5,075 ea/\$15,225 total)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 4/18/2014

INVOICE NO: SPSPG15

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASE I: EXPLORATION/FEASIBILITY

FIXED FEE: \$5,075.00 (third/final of three equal payments for Phase I)

SUBTOTAL: \$5,075.00

EXPENSES: \$0.00

TOTAL DUE: **\$5,075.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Ongoing property owner outreach as needed	(complete)	
• Steering Committee - technical support	(complete)	
• Steering Committee meetings/presentations (4)	(complete)	
a. Steering Committee agendas		
b. Collateral materials		
c. Powerpoint Presentation / Recommendations:		
i. Assessment Methodology and Rationale		
ii. Boundaries		
iii. Budget		
iv. District stats: land use characteristics, ownership, gov't ownership, etc.		
d. Revised database with assessments and initial identification of common ownerships		
• Revised formation timeline and tasks	(complete)	
• Ongoing refinements to Property Owner Database, ongoing data verification	(complete)	
• Mapping of Steering Committee-owned parcels	(complete)	
• Coordination w/ Executive Director, security contractor and accounting contractor to develop draft budget(s) and recommendations	(complete)	
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(complete)	
SUBTOTAL	35 hours	\$5,075.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$5,075.00

***This invoice covers the third of three equal payments for
SPII Formation - Phase I: Exploration/Feasibility
(\$5,075 ea/\$15,225 total)***

**** NOTE: All of the above tasks are complete for the Phase I: Feasibility portion of the SPII Formation efforts. The Steering Committee and SP BID Board of Directors have voted to proceed with the SPII formation effort, and an addendum to Devine Strategies' contract is in the process of being executed. Many of the tasks from Phase I will continue/be refined in Phase II of SPII Formation (e.g. community outreach, development of collateral materials, timeline and database changes/updates, etc.)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 7/31/2014

INVOICE NO: SPSPG16

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (first of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Ongoing property owner outreach as needed	(ongoing)	
• Support Executive Director’s periodic updates to Steering Committee	(ongoing)	
• Technical support and coordination with Executive Director to draft, request, evaluate and select Engineer Report proposals	(complete)	
• Meeting w/ City Clerk to update on Phase I conclusion, Steering Committee activities, and decision to initiate Phase II. Discussion of MDP and ER expectations and current process.	(complete)	
• Conference Call w/ Council District 14 to update on Phase I conclusion, Steering Committee activities, and decision to initiate Phase II. Discussion of timeline/process/CD14 points of involvement.	(complete)	
• Emailed summary of past and future milestones to Council District 14	(complete)	
• Development of District Map	(complete)	
• Development of 1 st draft Management District Plan	(in progress)	
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(complete)	
SUBTOTAL	35 hours	\$4,875.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$4,875.00

***This invoice covers the first of up to nine equal payments for
SPII Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 9/2/2014

INVOICE NO: SPSPG17

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (second of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- Ongoing property owner outreach as needed (ongoing)
- Support Executive Director's periodic updates to Steering Committee (ongoing)
- Development of 1st draft Management District Plan (complete)
- Initial submittal of database and draft MDP to City Clerk (complete)
- Identify and retain Engineer for Engineer's Report; furnish Engineer with MDP, database/legend; explain and answer questions (complete)
- Coordination w/ City Clerk staff to review database, map and MDP (ongoing)
- Refinement of Management District Plan (ongoing)
- Requests by SPSG Board and staff and/or SP11 Steering Committee members (ongoing)

SUBTOTAL	35 hours	\$4,875.00
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EXPENSES		\$ 0.00
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BALANCE NOW DUE	FIXED FEE	\$4,875.00
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*This invoice covers the second of up to nine equal payments for
SP11 Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)*



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 10/3/2014

INVOICE NO: SPSSG18

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (third of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Support Executive Director's periodic updates to Steering Committee	(ongoing)	
• Additional refinements to 1 st draft Management District Plan	(ongoing)	
• Review of City Clerk's database comments; parcel-by-parcel research/verification	(complete)	
• Parcel research pursuant to incomplete/inaccurate Assessor data	(complete)	
• Field surveys, parcel map and building permit review for problem parcels	(95% complete)	
• Coordination with Engineer to answer questions, incorporate initial comments	(complete)	
• Updates to City Clerk staff	(ongoing)	
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(ongoing)	
SUBTOTAL	35 hours	\$4,875.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$4,875.00

***This invoice covers the third of up to nine equal payments for
SPII Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 11/21/2014

INVOICE NO: SPSPG19

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (fourth of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- Support Executive Director's periodic updates to Steering Committee (ongoing)
- Extensive coordination with Engineer to develop Engineer's Report (1st draft) (complete)
- Additional rounds of refinements to 1st draft Management District Plan (ongoing)
- Research to resolve technical issues as part of MDP/ER development (ongoing)
- Parcel research pursuant to incomplete/inaccurate Assessor data (complete)
- Field surveys, parcel map and building permit review for problem parcels (complete)
- Revisions to BID map (complete)
- Create 2nd BID map with APNs (complete)
- Updates to City Clerk staff (ongoing)
- Submission of 1st draft MDP, ER and previously reviewed database for City review (complete)
- 11/19 Conference call w/ J. Lall to outline various technical issues and resolutions (complete)
- Requests by SPSG Board and staff and/or SP11 Steering Committee members (ongoing)

SUBTOTAL	35 hours	\$4,875.00
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EXPENSES		\$ 0.00
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BALANCE NOW DUE	FIXED FEE	\$4,875.00
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***This invoice covers the fourth of up to nine equal payments for
SP11 Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 01/15/2015

INVOICE NO: SPSPG20

CONTRACT: Data Collection Strategy & Long Term Partnership Planning

TYPE: RETAINER

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: Data collection, report production, analysis, recommendations and related services as outlined in our January 5, 2015 response to the RFP: Data Collection Strategy & Long Term Partnership Planning.

FIXED FEE: \$1,250.00 (retainer)

SUBTOTAL: \$1,250.00

EXPENSES: \$0.00

TOTAL DUE: **\$1,250.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- All services provided pursuant to this retainer shall be accounted for in the next invoice for this project.

SUBTOTAL	\$1,250.00
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EXPENSES	\$ 0.00
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BALANCE NOW DUE	FIXED FEE	\$1,250.00
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This invoice covers the retainer for this agreement/scope.

Four additional invoices shall follow:

\$2,500, \$2,500, \$2,500 and \$1,000/NTE \$9,750 total



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 2/26/2015

INVOICE NO: SPSPG21

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (fifth of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- Support Executive Director's periodic updates to Steering Committee (ongoing)
- Extensive coordination with Engineer to develop Engineer's Report (1st draft) (complete)
- 1/13 – Meeting w/ M. Paster and R. Scott (City Clerk) to review comments on 1st draft MDP/ER incl. detailed notes for Engineer (emergency/could not attend) (complete)
- Provide written notes to Engineer with comments on ER (complete)
- 1/19 – Conference Call w/ Engineer to review and discuss first round City comments (complete)
- 2/3 - Meeting w/ M. Paster (City Clerk) to discuss LAFD parcel issue (complete)
- 2/25 – Call w/ M. Paster (City Clerk) to settle LAFD parcel issue (complete)
- Research to resolve technical issues as part of MDP/ER development (ongoing)
- Coordination with City Clerk to resolve public assessment issues (complete)
- Changes to parcel data (complete)
- Field surveys as needed (complete)
- Additional revisions to BID map (improve readability) (complete)
- Revise budget categories per City feedback (eliminate contingency) (complete)
- Additional revisions to MDP tables and parcel roll (complete)
- Creation of 2nd draft Management District Plan (complete)
- Updates to Engineer/communication re: suggested changes for 2nd draft (complete)
- Furnish Engineer with 2nd draft Management District Plan and revised database (complete)
- Updates to City Clerk staff (ongoing)
- Client coordination and updates (ongoing)
- Requests by SPSG Board and staff and/or SP11 Steering Committee members (ongoing)

SUBTOTAL	35 hours	\$4,875.00
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EXPENSES		\$ 0.00
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BALANCE NOW DUE	FIXED FEE	\$4,875.00
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***This invoice covers the fifth of up to nine equal payments for
SP11 Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 2/26/2015

INVOICE NO: SPSPG21

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (fifth of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: \$4,875.00

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Support Executive Director's periodic updates to Steering Committee	(ongoing)	
• Extensive coordination with Engineer to develop Engineer's Report (1 st draft)	(complete)	
• 1/13 – Meeting w/ M. Paster and R. Scott (City Clerk) to review comments on 1 st draft MDP/ER incl. detailed notes for Engineer (emergency/could not attend)	(complete)	
• Provide written notes to Engineer with comments on ER	(complete)	
• 1/19 – Conference Call w/ Engineer to review and discuss first round City comments	(complete)	
• 2/3 - Meeting w/ M. Paster (City Clerk) to discuss LAFD parcel issue	(complete)	
• 2/25 – Call w/ M. Paster (City Clerk) to settle LAFD parcel issue	(complete)	
• Research to resolve technical issues as part of MDP/ER development	(ongoing)	
• Coordination with City Clerk to resolve public assessment issues	(complete)	
• Changes to parcel data	(complete)	
• Field surveys as needed	(complete)	
• Additional revisions to BID map (improve readability)	(complete)	
• Revise budget categories per City feedback (eliminate contingency)	(complete)	
• Additional revisions to MDP tables and parcel roll	(complete)	
• Creation of 2 nd draft Management District Plan	(complete)	
• Updates to Engineer/communication re: suggested changes for 2 nd draft	(complete)	
• Furnish Engineer with 2 nd draft Management District Plan and revised database	(complete)	
• Updates to City Clerk staff	(ongoing)	
• Client coordination and updates	(ongoing)	
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(ongoing)	
SUBTOTAL	35 hours	\$4,875.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$4,875.00

***This invoice covers the fifth of up to nine equal payments for
SP11 Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 02/27/2015

INVOICE NO: SPSPG22

CONTRACT: Data Collection Strategy & Long Term Partnership Planning

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: Data collection, report production, analysis, recommendations and related services as outlined in our January 5, 2015 response to the RFP: Data Collection Strategy & Long Term Partnership Planning (City Clerk-LADWP-LA BID Consortium.)

FIXED FEE: \$2,500.00

SUBTOTAL: \$2,500.00

EXPENSES: \$0.00

TOTAL DUE: **\$2,500.00**

SIGNED BY: Tara Devine
Principal

MEETINGS & CONFERENCE CALLS

- 1/20/15 - Meeting/call with City Clerk (M. Paster) and LA BID Consortium (J. Lall) to discuss the accepted Devine Strategies proposal and refine the scope of the 2015 State of the BIDs Survey/Report (complete)
- 1/30/15 – Meeting w/ LADWP (I. Aimiuwu) to discuss what questions LADWP might like to see included in the 2015 State of the BIDs Survey/Report; discuss the longer-term data that LADWP would like to collect from BIDs and BID businesses. (complete)
- 2/12/15 – Attend and present at the February meeting of the LA BID Consortium to 1) preview additions/changes to the 2015 Report; 2) seek input from members on the draft 2015 State of the BIDs Survey; 3) encourage completion of the Survey. (complete)

SERVICES PROVIDED

- Scheduling, coordination and preparation of collateral materials for meetings and calls outlined above (complete)
- Development of a draft online Survey for the State of the BIDs Report - 47 questions (mix of multiple choice, text/comment, with conditional formatting) (complete)
- Revisions to online Survey based on Client and BID Consortium feedback - 54 questions (mix of multiple choice, text/comment, with conditional formatting) (complete)
- Creation of a Survey-specific mailing list (LA BID staff/board only) (complete)
- Posting and distribution of the online Survey to all BIDs in Los Angeles (2/23) (complete)
- 1st reminder to complete the online Survey to all BIDs in Los Angeles (3/2) (scheduled)
- Create and provide multiple Survey links to organizations managing multiple BIDs (complete)
- Answer questions/emails from BIDs about the Survey (complete)

SUBTOTAL \$2,500.00

EXPENSES \$ 0.00

BALANCE NOW DUE **FIXED FEE** **\$2,500.00**

This invoice covers the second of five payments for this agreement/scope.

Three additional invoices shall follow:

\$2,500, \$2,500, and \$1,000/NTE \$9,750 total



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 10/3/2014

INVOICE NO: SPSG18

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (third of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Support Executive Director's periodic updates to Steering Committee	(ongoing)	
• Additional refinements to 1 st draft Management District Plan	(ongoing)	
• Review of City Clerk's database comments; parcel-by-parcel research/verification	(complete)	
• Parcel research pursuant to incomplete/inaccurate Assessor data	(complete)	
• Field surveys, parcel map and building permit review for problem parcels	(95% complete)	
• Coordination with Engineer to answer questions, incorporate initial comments	(complete)	
• Updates to City Clerk staff	(ongoing)	
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(ongoing)	
SUBTOTAL	35 hours	\$4,875.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$4,875.00

***This invoice covers the third of up to nine equal payments for
SPII Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 9/2/2014

INVOICE NO: SPSPG17

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (second of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- Ongoing property owner outreach as needed (ongoing)
- Support Executive Director's periodic updates to Steering Committee (ongoing)
- Development of 1st draft Management District Plan (complete)
- Initial submittal of database and draft MDP to City Clerk (complete)
- Identify and retain Engineer for Engineer's Report; furnish Engineer with MDP, database/legend; explain and answer questions (complete)
- Coordination w/ City Clerk staff to review database, map and MDP (ongoing)
- Refinement of Management District Plan (ongoing)
- Requests by SPSG Board and staff and/or SP11 Steering Committee members (ongoing)

SUBTOTAL	35 hours	\$4,875.00
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EXPENSES		\$ 0.00
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BALANCE NOW DUE	FIXED FEE	\$4,875.00
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*This invoice covers the second of up to nine equal payments for
SP11 Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)*



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 7/31/2014

INVOICE NO: SPSPG16

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (first of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Ongoing property owner outreach as needed	(ongoing)
• Support Executive Director's periodic updates to Steering Committee	(ongoing)
• Technical support and coordination with Executive Director to draft, request, evaluate and select Engineer Report proposals	(complete)
• Meeting w/ City Clerk to update on Phase I conclusion, Steering Committee activities, and decision to initiate Phase II. Discussion of MDP and ER expectations and current process.	(complete)
• Conference Call w/ Council District 14 to update on Phase I conclusion, Steering Committee activities, and decision to initiate Phase II. Discussion of timeline/process/CD14 points of involvement.	(complete)
• Emailed summary of past and future milestones to Council District 14	(complete)
• Development of District Map	(complete)
• Development of 1 st draft Management District Plan	(in progress)
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(complete)
SUBTOTAL	35 hours \$4,875.00
EXPENSES	\$ 0.00
BALANCE NOW DUE	FIXED FEE \$4,875.00

***This invoice covers the first of up to nine equal payments for
SPII Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)***

DEVINE STRATEGIES
645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 8/19/2012

INVOICE NO: SPSG8

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: BID renewal-related services and administrative/management services


HOURS: 28.75 hours @ \$200/hour = \$5,750.00

SUBTOTAL: \$5,750.00

MATERIALS: \$4.50 (0 B&W pages @ \$0.10/page; 6 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: **\$5,754.50**



SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

7/24/12 – Renewal-related issues	30 minutes	(completed)
Tasks included:		
- Request for supporting information and full list of property owners (per G. Warfel request)	30 minutes	
7/25/12 – Renewal-related issues	1.5 hours	(completed)
Tasks included:		
- Conference Call w/ D. Landis re: petition issue	30 minutes	
- Locate/extract/email petitions to Arnott Chong-Kit and Thuy NyugenVu	1 hour	
7/26/12 – Renewal-related issues	45 minutes	(completed)
Tasks included:		
- Research/extract for and email petition to Mimi Chao (Luma)	45 minutes	
7/27/12 – Renewal-related issues	2 hours	(completed)
Tasks included:		
- Two calls w/ G. Warfel re: ST Residential (Apex) and Olympic & Grand, and follow-up questions about assessment methodology (condos vs. apartments issue)	1 hour	
- Conference Call w/ D. Landis re: petition issue	30 minutes	
- Initial email exchange w/ CD14 about assistance needed re: getting Ordinance of Intention through Council	30 minutes	
7/31/12 – Meeting w/ D. Landis and S. Sedlacek re: DT News/ marketing issues	1 hour	(completed)
7/31/12 – Meeting w/ D. Landis, S. Sedlacek and DT News advertising and design staff (B. Allison, C. Holloway) re: DT News advertisement	1 hour	(completed)
7/31/12 – Renewal-related issues	5 hours	(completed)
Tasks included:		
- Various calls, emails and coordination w/ D. Landis, Jessica Wethington-McLean (Council District 14), H. Wolcott (City Clerk), D. Steier, and City Attorney's office to get ordinance of intention signed	3 hours	
- Petitions/research for Flower Street Lofts (S. Ahuja) and Grand Lofts (K. Park & K. Yu)	1.5 hours	
- Questions from D. Landis re: Council representation, advocacy and property owner appreciation letter	30 minutes	
8/1/12 – Renewal-related issues	2.5 hours	(completed)
Tasks included:		
- Various calls, emails and coordination w/ D. Landis, Jessica Wethington-McLean (Council District 14), and Marcel Porras-Jara (Council District 13) to get SP BID Ordinance of Intention waived from Jobs Committee (chair: Garcetti) and to expedite scheduling	2 hours	

for City Council		
- Summary of "next steps" for Board email	30 minutes	
8/3/12 – Renewal-related issues	4 hours	(completed)
Tasks included:		
- Preparation of Council briefing	1.5 hours	
- Council briefing walk-thru w/ D. Landis; misc. discussion of renewal issues	1 hour	
- Conf. call w/ D. Landis, M. LiMandri & E. Henning (Council prep)	1.5 hours	
8/4/12 – Renewal-related issues	2.5 hours	(completed)
Tasks included:		
- Talking Points for City Council	1 hour	
- Prepare briefing paper (background) for Council District 14	1.5 hours	
8/7/12 – Renewal-related issues	2 hours	(completed)
Tasks included:		
- Coordination via text w/ D. Landis, City Clerk, CD9 and CD14 on day of City Council hearing	2 hours	
8/8/12 – Renewal-related issues	30 minutes	(completed)
Tasks included:		
- Perlo petition request (Elleven)	30 minutes	
8/9/12 - 8/14/12 – Renewal-related issues	1 hour	(completed)
Tasks included:		
- Review and comment on renewal newsletter issues	1 hour	
8/10/12 – Renewal-related and administrative issues	1 hour	(completed)
Tasks included:		
- Conf. Call w/ D. Landis re: ballot stage renewal outreach	30 minutes	
- Emails w/ D. Landis and M. Lieber re: Q1, Q2 and 2011 APR and related financial statements	30 minutes	
8/17/12 – Renewal-related and administrative issues	2 hours	(completed)
Tasks included:		
- Meeting w/ D. Landis – general update and discussion of pending issues	2 hours	
Various dates – scheduling, referred issues, minor assistance and minor review (e.g. "Splash of LA Festival," CDA sponsorship request)	1.5 hours	(completed)
SERVICES SUBTOTAL	28.75 hours x \$200/hr	\$5,750.00

MATERIALS PROVIDED

0 B&W pages (\$0.10/page) \$ 0.00
6 Color pages (\$0.75/page) \$ 4.50

MATERIALS SUBTOTAL \$ 4.50

TOTAL **\$5,754.50**

BALANCE NOW DUE **\$5,754.50**

DEVINE STRATEGIES
645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 10/12/2012

INVOICE NO: SPSPG9

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: BID renewal-related services and administrative/management services
(NOTE: Invoice covers two months - 8/20 – 10/12; no invoice submitted in
September – invoicing date adjusted from 19th of month to 12th of month to match
up with new South Park invoicing timeframes.)

HOURS: 40.75 hours @ \$200/hour = \$8,150.00

SUBTOTAL: \$8,150.00

MATERIALS: \$87.90 (99 B&W pages @ \$0.10/page; 104 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: **\$8,237.90**



SIGNED BY: Tara Devine
Principal

9/16-9/17/12 – Confirm CD14 meeting, logistics	30 minutes	(completed)
9/18/12 – Renewal-related issues	1 hour	(completed)
Tasks included:		
- Meeting w/ CD14 re: Margo Street w/ D. Landis and Board representatives	1 hour	
9/20/12 – Renewal-related issues	1 hour	(completed)
Tasks included:		
- Emails to Clerk re: Margo/motion	1 hour	
9/22, 9/23, 9/24 and 9/25/12 – Renewal-related issues	4 hours	(completed)
Tasks included:		
- Send Council agenda and several days of related emails re: ongoing discussion of Margo, amendment, 9/25 hearing w/ D. Landis, M. LiMandri, Board representatives (9/25 hearing = ordinance of establishment, first consideration)	1.75 hours	
- Briefing paper and MDP for CD14	1.25 hours	
- Follow-up questions from CD14	1 hour	
10/01/12 – Renewal-related issues	3 hours	(completed)
Tasks included:		
- Coordination w/ CD14 re: 10/2 hearing	30 minutes	
- Conference call/emails City Clerk (M. Paster) re: urgency of Motion, revised MDP and revised Engineer's report	1 hour	
- Emails w/ D. Landis, M. LiMandri and Board	1 hour	
- Conference call w/ D. Landis	30 minutes	
10/01/12 – Clerk request for current SP BID Board Roster/affiliations	30 minutes	(completed)
10/02/12 – Renewal-related issues	7 hours	(completed)
Tasks included:		
- Drafting motion for CD14 re: technical amendment for Margo	1.5 hours	
- Shipping motion, revised MDP and Engineer's Report to Clerk for review/comment	30 minutes	
- Meeting w/ CD14 staff to brief/review motion prior to Council hearing	30 minutes	
- City Council hearing (final vote) (10/2 hearing = announcement of ballot tabulation + ordinance of establishment, second consideration + introduction of amending motion)	3 hours	
- Thank you emails to CD14 (JWM, EM and JH) and City Clerk (MP, PM, RS) and email for Board	1.5 hours	
10/03/12 – South Park District Walk w/ Sidewalk Operations Chair Bob Buente and Daryl (clean & safe + public improvements discussion)	2 hours	(completed)

SERVICES PROVIDED

8/20/12 – Renewal-related issues	15 minutes	(completed)
Tasks included:		
- Ritz-Carlton petition inquiry	15 minutes	
8/23/12 – South Park BID Board of Directors Meeting	1 hour	(completed)
- Board of Directors Closed Session – ED candidate discussion	1.5 hours	
8/28, 8/29 and 9/4/12 – Renewal-related issues	1.5 hours	(completed)
Tasks included:		
- Conference calls and emails re: Margo frontage assessment	1.5 hours	
8/28, 8/29 and 9/4/12 – Review/comments on South Park ad in the DT News	1 hour	(completed)
9/3 and 9/4/12 – Renewal-related issues	1 hour	(completed)
Tasks included:		
- Emails w/ Board re: Margo assessment and meeting with CD14	45 minutes	
- Email w/ Clerk to set up meeting	15 minutes	
9/5/12 – Renewal-related issues	1 hour	(completed)
Tasks included:		
- Conference Call w/ City Clerk (M. Paster)	1 hour	
9/7/12 – Renewal-related issues	45 minutes	(completed)
Tasks included:		
- Conference Call w/ D. Landis re: Clerk mtg, CD14 and 9/10 Board meeting	45 minutes	
9/10/12 – Renewal-related issues	1.25 hours	(completed)
Tasks included:		
- Meeting w/ City Clerk re: Margo Street w/ D. Landis, M. LiMandri and Board representatives	1.25 hours	
9/10/12 – South Park BID Board of Directors Meeting	1 hour	(completed)
- Board of Directors Closed Session – Discussion of ED compensation and interview/hiring timeline	1.5 hours	
9/12/12 – Submit scheduling request to CD14 for “Meet & Greet” w/ CM Huizar	45 minutes	(completed)
9/13/12 – Summarize information needed to complete quarterly reports	30 minutes	(completed)
9/14/12 – Coordination w/ Board, D. Landis, M. LiMandri to schedule meeting w/ J. Wethington-McLean re: renewal and update Board on status of “Meet & Greet” date	30 minutes	(completed)

10/04/12 – **Renewal-related issues** 1.75 hours (completed)

Tasks included:

- Conference call w/ City Clerk (M. Paster) re: property tax rolls 30 minutes
- Conference call/emails w/ D. Landis and M. LiMandri re: property tax rolls 1.25 hours

10/05/12 – “Save the Date” email for “Meet & Greet” w/ CM Huizar 30 minutes (completed)

10/06/12 – **Renewal-related issues** 30 minutes (completed)

Tasks included:

- Review/edit email to Board summarizing property tax roll issue 30 minutes

10/7/12 – Review South Park Executive Director job description and candidate questionnaire 1 hour (completed)

10/8/12 – South Park BID Nominating Committee (12-1:30 and 3-5) 3.5 hours (completed)
(Five candidate interviews and discussion)

10/9-10/10/12 – Follow-up emails re: ED candidates 30 minutes (completed)
– Follow-up coordination for Huizar “Meet & Greet” 30 minutes

SERVICES SUBTOTAL 40.75 hours x \$200/hr \$8,150.00

MATERIALS PROVIDED

99 B&W pages (\$0.10/page) \$ 9.90

104 Color pages (\$0.75/page) \$ 78.00

MATERIALS SUBTOTAL \$ 87.90

TOTAL 0 • 2 5 + \$8,237.90

BALANCE NOW DUE 1 • 5 0 + \$8,237.90

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* 4 • 800 • 00 * + – BID RENEWAL SERVICES

8,150
<4,800> BID RENEWAL
3,350 CONSULTING

DEVINE STRATEGIES

645 WEST NINTH STREET, #110-293

LOS ANGELES, CA 90015

310.430.5121

INVOICE

DATE: 11/12/2012

INVOICE NO: SPSG10

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: BID renewal-related services and administrative/management services

HOURS: 26.75 hours @ \$200/hour = \$5,350.00

SUBTOTAL: \$5,350.00

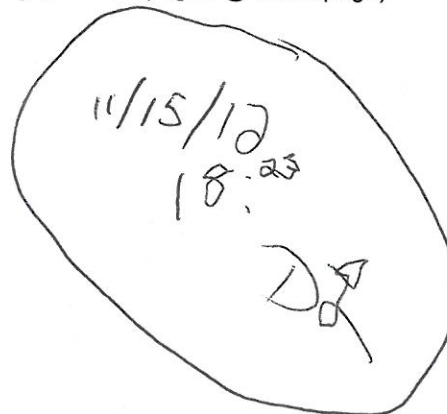
MATERIALS: \$0.00 (0 B&W pages @ \$0.10/page; 0 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: **\$5,350.00**



SIGNED BY: Tara Devine
Principal



11/15/12
18:23
D

SERVICES PROVIDED

10/15-10/16/12 – Emails re: Executive Director interviews	30 minutes	(completed)
10/17/12 – Email/call w/ City Clerk re: 2011 Annual Planning Report	30 minutes	(completed)
10/17/12 – Review LA Times request/questions and email	30 minutes	(completed)
10/16, 10/19 and 10/23 – Email/phone coordination for Huizar “Meet and Greet” on 10/25	2.5 hours	(completed)
Tasks Included:		
- Coordination with CD14 (JWM)	1.5 hours	
- Coordination w/ D. Landis & Board	1 hour	
10/23/12 – SP Board of Directors Meeting	2 hours	(completed)
10/23-10/24/12 – Email/phone update on DTC/Arts litigation	30 minutes	(completed)
10/24/12 – Discussion w/ Paul Habib re: DTC/Arts litigation	30 minutes	(completed)
10/24, 10/25 and 10/26/12 – SP BID 2 nd Quarter Report	8 hours	(completed)
Tasks Included:		
- Coordination with RBZ (incl. 10/23 call)	30 minutes	
- Coordination w/ D. Landis & dispatch for monthly stats and BID activities	1 hour	
- Coordination with Clerk (emails re: budget categories)	1 hour	
- Report, follow-up questions and revisions	5.5 hours	
10/25/12 – Huizar “Meet and Greet” w/ Board of Directors	2 hours	(completed)
10/26/12 – Coordination w/ City Clerk re: pending invoice and related issues	1.5 hours	(completed)
10/29 and 10/31/12 – Review LA Times response	30 minutes	(completed)
11/2, 11/5 11/6 and 11/7/12 – SP BID 3 rd Quarter Report	7.5 hours	(completed)
Tasks Included:		
- Coordination with RBZ (emails + 11/5 phone call)	1 hour	
- Coordination w/ D. Landis & dispatch for monthly stats and BID activities	1 hour	
- Coordination with Clerk (emails re: outstanding newsletters)	30 minutes	
- Report, follow-up questions and revisions	5 hours	
11/12/12 – Confirm SP Board November meeting date change	15 minutes	(completed)
SERVICES SUBTOTAL	26.75 hours x \$200/hr	\$5,350.00

MATERIALS PROVIDED

0 B&W pages (\$0.10/page) \$ 0.00

0 Color pages (\$0.75/page) \$ 0.00

MATERIALS SUBTOTAL

\$ 0.00**TOTAL****\$5,350.00****BALANCE NOW DUE****\$5,350.00**

DEVINE STRATEGIES

645 WEST NINTH STREET, #110-293

LOS ANGELES, CA 90015

310.430.5121

INVOICE

DATE: 12/18/2012

INVOICE NO: SPSG11

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: BID renewal-related services and administrative/management services

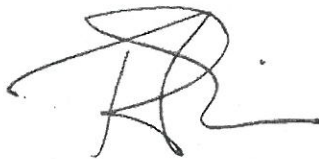
HOURS: 10.25 hours @ \$200/hour = \$2,050.00

SUBTOTAL: \$2,050.00

MATERIALS: \$0.00 (0 B&W pages @ \$0.10/page; 0 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: **\$2,050.00**



SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

11/12/12 – Email re: 1 st Q 2012 report, newsletters and annual mtg	30 minutes	(completed)
11/20/12 – SP Board of Directors Meeting	1.5 hours	(completed)
11/29/12 – Conf. Call w/ D. Landis re: City contract, etc.	45 minutes	(completed)
11/30/12 – Initial research for new e-newsletters	1 hours	(completed)
12/4/12 – Meeting w/ D. Landis re: Annual Meeting, newsletters	1.5 hours	(completed)
12/5/12 – Emails re: Arts BID litigation and potential effects of ruling	30 minutes	(completed)
12/6, 12/8 and 12/14 – Annual Meeting and preparation	4.5 hours	(completed)
Tasks Included:		
- Review of invite and agenda	1.5 hours	
- Assistance with VIP invites	30 minutes	
- Annual Meeting on 12/14/12	2.5 hours	


SERVICES SUBTOTAL	10.25 hours x \$200/hr	\$2,050.00
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MATERIALS PROVIDED

0 B&W pages (\$0.10/page)	\$ 0.00
0 Color pages (\$0.75/page)	\$ 0.00

MATERIALS SUBTOTAL	\$ 0.00
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TOTAL	\$2,050.00
BALANCE NOW DUE	\$2,050.00


01/03/13
19:06

DEVINE STRATEGIES
645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 12/18/2012

INVOICE NO: SPSG11

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: BID renewal-related services and administrative/management services

HOURS: 10.25 hours @ \$200/hour = \$2,050.00

SUBTOTAL: \$2,050.00

MATERIALS: \$0.00 (0 B&W pages @ \$0.10/page; 0 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: **\$2,050.00**



SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

11/12/12 – Email re: 1 st Q 2012 report, newsletters and annual mtg	30 minutes	(completed)
11/20/12 – SP Board of Directors Meeting	1.5 hours	(completed)
11/29/12 – Conf. Call w/ D. Landis re: City contract, etc.	45 minutes	(completed)
11/30/12 – Initial research for new e-newsletters	1 hours	(completed)
12/4/12 – Meeting w/ D. Landis re: Annual Meeting, newsletters	1.5 hours	(completed)
12/5/12 – Emails re: Arts BID litigation and potential effects of ruling	30 minutes	(completed)
12/6, 12/8 and 12/14 – Annual Meeting and preparation	4.5 hours	(completed)
Tasks Included:		
- Review of invite and agenda	1.5 hours	
- Assistance with VIP invites	30 minutes	
- Annual Meeting on 12/14/12	2.5 hours	

SERVICES SUBTOTAL	10.25 hours x \$200/hr	\$2,050.00
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MATERIALS PROVIDED

	0 B&W pages (\$0.10/page)	\$ 0.00
	0 Color pages (\$0.75/page)	\$ 0.00
MATERIALS SUBTOTAL		\$ 0.00

TOTAL	\$2,050.00
BALANCE NOW DUE	\$2,050.00

DEVINE STRATEGIES
645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 1/19/2012

INVOICE NO: SPSPG2

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: Completion of the BID's 2012 Annual Planning Report; participation in the BID's Annual Meeting; Research and tasks related to organizational bylaws and tax exempt status compliance

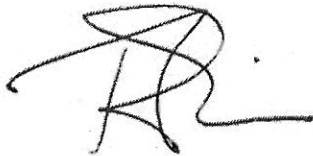
HOURS: 14 hours @ \$200/hour = \$2,800.00

SUBTOTAL: \$2,800.00

MATERIALS: \$50.00 (200 B&W pages @ \$0.10/page; 40 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: **\$2,850.00**



SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

2012 Annual Report

24 hours

Letter to City Clerk formally requesting extension of due date for 2012 Annual Planning Report (required by Clerk)

30 minutes (completed)

Preliminary review and research

3 hours (completed)

Tasks included:

- Review of SP BID Management District Plan 2 hours
- Review of other BID written marketing materials 30 minutes
- Review of online organizational materials 30 minutes

Identify information deficiencies

3 hours (completed)

Tasks included:

- Identify origins of surplus funds 1 hour
- Identify budget issues 1 hour
- Detailed email for RBZ requesting additional (prior year) budget data 0.5 hour
- 12/14/11 Conference call w/ RBZ 0.5 hour

Writing the Report and Revisions

15 hours (completed)

Tasks included:

- Writing first rough draft report 4 hours
- Cross-reference report with Management District Plan for Consistency (and re-writes) 1.5 hours
- Cross-reference report/budget with 2008-2012 budgets for consistency and to explain surplus 1 hour
- 1/9/12 - Draft report submitted to Daryl Landis with notes 0.5 hour
- 1/9/12 – Conference Call w/ RBZ to discuss surplus 0.5 hour
- 1/10/12 - Meeting with Daryl Landis – review and discuss 2.5 hours
- 1/13/12 – Conference Call w/ RBZ to discuss budget revisions 0.5 hour
- Integrate revised 2012 budget into report narrative 1.5 hours
- Other additions and revisions 2 hours
- Revisions after Board of Directors meeting 1 hour

1/17/12 Presentation of Report to the Board of Directors

2.5 hours (completed)

Miscellaneous Tasks as Assigned**5 hours**

12/12/11 - Attendance at South Park BID Annual Meeting 2 hours (completed)

Request for assistance obtaining current organization bylaws (any bylaws dated subsequent to SPSG founding in 1992) 3 hours (completed)

- Consultant contacted the Franchise Tax Board and ascertained that they do not have bylaws on file; they would've rec'd them in 1992 but no longer have those records; organizations are not req'd to furnish the FTB with bylaws after obtaining tax-exempt status unless changes in the organization's bylaws would affect the organization's tax-exempt status
- Consultant contacted the CA Secretary of State and ascertained that they do not request, require or keep on file organizational bylaws (some states do; CA does not)
- Consultant incidentally ascertained that the organization was delinquent in submitting required Form 199 to the FTB and was about to be delinquent submitting the required form SI-100 to the Sec of State. Consultant obtained those forms and provided them to Director of Operations Daryl Landis during 1/10 meeting.
- Consultant sent a write-up of these requirements to Daryl Landis on 1/12 so that it may be integrated into the administrative operations/organizational policies binder.

SERVICES SUBTOTAL 29 hours x \$200/hr **\$5,800.00**

MATERIALS PROVIDED

200 B&W pages (\$0.10/page) \$20.00

40 Color pages (\$0.75/page) \$30.00

MATERIALS SUBTOTAL **\$50.00**

TOTAL**\$5,850.00**

- PRIOR RECEIVABLES (Invoice SPSG1/retainer) 15 hours x \$200/hr -\$3,000.00

BALANCE NOW DUE**\$2,850.00**

DEVINE STRATEGIES
645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 2/17/2012

INVOICE NO: SPSPG3

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: Completion of the BID's 2012 Annual Planning Report; Meeting w/ City Clerk;
Preparation for 2011 Annual Planning Report and 2011 4th Quarter Report;
Redistricting briefing

HOURS: 6.5 hours @ \$200/hour = \$1,300.00

SUBTOTAL: \$1,300.00

MATERIALS: \$13.90 (4 B&W pages @ \$0.10/page; 18 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: **\$1,313.90**



SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

1/23/12 – Meeting w/ City Clerk (Rick Scott) **2 hours** **(completed)**

Scheduling of and attendance at meeting: general discussion about annual planning reports, other administrative/contract compliance issues, new reporting protocol and BID renewal issues.

1/24/12 - Conference Call w/ RBZ **30 minutes** **(completed)**

Closeout conversation on 2012 Annual Report and discussion of City Atty opinion that budgets can no longer vary from management district plans without amendment (elimination of 10% variation)

2/10/12 – Follow-up email to City Clerk; follow-up email to RBZ **30 minutes** **(completed)**

Tasks included:

- Request 2011 Annual Planning Report from Clerk 15 minutes
- Request 4th Quarter financials from RBZ 15 minutes

2/15/12 – Follow-up email to City Clerk; e-mails to Daryl **30 minutes** **(completed)**

Tasks included:

- Follow-up w/ Clerk on 2011 Annual Planning Report 15 minutes
- E-mails with Daryl Landis re: APR, 4th Quarter report and to schedule redistricting briefing 15 minutes

2/15/12 – Prepare materials packet for redistricting briefing on 2/16 **1 hour** **(completed)**

2/16/12 – Meeting w/ Daryl Landis **2 hours** **(completed)**

Tasks included:

- Discuss redistricting and potential impacts to South Park BID 1 hour
- Discuss renewal efforts incl. "alpha BID" issue and related City Clerk/City Attorney issues 30 minutes
- Discuss 2011 APR, 4th Quarter report 15 minutes
- Discuss website (inaccurate map, search optimization) 15 minutes

SERVICES SUBTOTAL	6.5 hours x \$200/hr	\$1,300.00
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MATERIALS PROVIDED

4 B&W pages (\$0.10/page) \$ 0.40

18 Color pages (\$0.75/page) \$13.50

MATERIALS SUBTOTAL	\$13.90
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TOTAL	\$1,313.90
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BALANCE NOW DUE	\$1,313.90
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DEVINE STRATEGIES
645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 3/19/2012

INVOICE NO: SPSPG4

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: BID 4th Quarter Report; BID Renewal issues; DT Streetcar; administrative/
organizational issues

HOURS: 13.5 hours @ \$200/hour = \$2,700.00

SUBTOTAL: \$2,700.00

MATERIALS: \$1.00 (10 B&W pages @ \$0.10/page; 0 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: \$2,701.00



SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

2/21/12 and 2/23/12 – Redistricting updates

45 minutes (completed)

Provided email updates to Daryl on additional changes to redistricting map and how they affect South Park

2/23/12 - Conference Call w/ Daryl

45 minutes (completed)

Discussion included:

- Downtown Streetcar
- Medical Marijuana dispensary
- BID renewal (alpha and 10-yr issues)
- Redistricting

2/24/12 – Draft calendar of key administrative deadlines

1.5 hours (completed)

2/24/12 – Draft format and outline for 4th Quarter report

1.5 hours (completed)

Tasks included:

- Develop quarterly report template
- Provide basic outline of information to include

2/28/12 – Meeting w/ Daryl Landis

2 hours (completed)

Discussion included:

- Review of 4th Quarter Report template 1 hour
- Review of admin calendar 30 minutes
- Discuss Alpha BID issue 15 minutes
- Discuss Streetcar (update per conversation w/ CD14) 15 minutes

3/7/12 – Alpha BID Issue

2.5 hours (completed)

Tasks included:

- Research: LA admin code, state BID law and BIDs that recently renewed as Alpha BIDs w/ 10-yr renewals 1.5 hours
- Conference Call and emails w/ Don Steier to discuss the law and discuss how to approach City Atty 1 hour

3/12/12 – South Park BID Board of Directors Meeting

2.5 hours (completed)

3/13/12 – Draft letter from South Park to City Atty

2 hours (completed)

Tasks included:

- Conf. Call w/ Don Steier
- Develop letter to City Attorney Trutanich

SERVICES SUBTOTAL

13.5 hours x \$200/hr

\$2,700.00

MATERIALS PROVIDED

10 B&W pages (\$0.10/page) \$1.00

0 Color pages (\$0.75/page) \$0.00

MATERIALS SUBTOTAL

\$1.00

TOTAL

\$2,701.00

BALANCE NOW DUE

\$2,701.00

DEVINE STRATEGIES
645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 4/19/2012

INVOICE NO: SP5G5

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: BID renewal-related services and administrative/management services

HOURS: 48.5 hours @ \$200/hour = \$9,700.00

SUBTOTAL: \$9,700.00

MATERIALS: \$22.30 (163 B&W pages @ \$0.10/page; 8 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: **\$9,722.30**



SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

3/20/12 – Redistricting update	15 minutes	(completed)
Provided email updates to Daryl on final redistricting map and changes affecting South Park		
3/21 and 3/23/12 – South Park 4th Quarter Report and revisions	5 hours	(completed)
3/23/12 – Conf. Call w/ Daryl Landis re: renewal/City Atty	30 minutes	(completed)
Conf. Call w/ Don Steier re: renewal/City Atty	30 minutes	(completed)
3/31/12 – Complete Administrative Deadlines spreadsheet	1 hour	(completed)
Email to Daryl outlining outstanding reporting items	30 minutes	(completed)
Email to RBZ outlining needs for '11 APR and 1st Q '12 rpt	30 minutes	(completed)
3/31/12 – Renewal-related issues	45 minutes	(completed)
Tasks included:		
- Email to Marco LiMandri re: property owner list	15 minutes	
- Emails to Don Steier re: 4/2 City Atty conf. call	15 minutes	
- Setup pre-conf. call	15 minutes	
4/2/12 – Tasks related to alpha BID issue/renewal	2.25 hours	(completed)
Tasks included:		
- Review applicable CA Streets & Highways code section	15 minutes	
- Pre-conference call strategy session w/ Daryl, Marco, Don	30 minutes	
- Conf. call w/ City Attorney Trutanich, Daryl, Marco, Don	1 hour	
- Post-conf. call debrief w/ Daryl, Marco, Don	30 minutes	
4/4/12 – Meeting w/ Daryl Landis to develop renewal strategy (FAQ + setting up meeting w/ Board + property owner research)	1.5 hours	(completed)
4/5/12 – Develop FAQ handout/mailer	1 hour	(completed)
4/6/12 – Contact Elleven HOA treasurer to get on annual mtg agenda	15 minutes	(completed)
Coordination w/ Daryl re: Hartounian and Flower St HOA	15 minutes	(completed)
4/7 and 4/8/12 – Research Largest Property Owners (57 total)	12 hours	(completed)
Tasks included:		
- Secretary of State and public domain searches for property owners/corporations		
- ZIMAS parcel review to identify parcels/development		
- Google Maps/Google Street View to identify location/uses/tenants		
- Identification of contact information for owner or anyone connected to site or user		
4/9/12 – Two meetings w/ SP Board Members to review largest Property Owner Lists	4 hours	(completed)
Tasks included:		
- Provide research to help board members identify relationships to other owners		
- Assign each top property owner to a board member, consultant or SP staff		
4/10/12 – Emails to Marco/Shirley for full property list + petition file	30 minutes	(completed)
4/11 and 4/16/12 – Advice regarding Farmers Field media inquiries	45 minutes	(completed)

4/11/12 – Flower Street Lofts HOA meeting	2.5 hours	(completed)
Tasks included:		
- Preparation/printing of petitions	30 minutes	
- Pre-meeting at SP office	30 minutes	
- Flower Street HOA meeting	1 hour	
- Post-HOA meeting at SP office	30 minutes	
4/12/12 – Distribute misc small property owners by email (Chen, Holden, Balter, Malin, Abassi, Behdad, CCDG)	1.5 hours	(completed)
Coordination w/ Daryl re: EVOQ and MacGregor Co	30 minutes	(completed)
4/13/12 – Initiate contact w/ large property owners by email/phone (EVOQ, L&R, Hartounian, CRA, LAUSD)	3 hours	(completed)
Tasks included:		
- Extracting individual petitions electronically	30 minutes	
- Call to another BID to determine appropriate LAUSD signatory	15 minutes	
- Writing emails to each with attached documentation and petition	1 hour	
- Follow-up phone calls	1 hour	
- Status report by email to Daryl	15 minutes	
4/16, 4/17, 4/18/12 – Petition-related activities	8 hours	(completed)
Tasks included:		
- Urban Village Development Co request	15 minutes	
- EVOQ (Caverly) mtg coordination/scheduling	45 minutes	
- Follow-up information for CRA re: petition	30 minutes	
- Email to David Galaviz re: CRA	15 minutes	
- L&R (Midolo) mtg coordination/scheduling	30 minutes	
- Alpine & UDR petition extraction/coordination	45 minutes	
- Emrani & Peykar petition extraction/coordination	45 minutes	
- Advice on petitions signed "no"	15 minutes	
- Extract all Elleven petitions for HOA mgmt. to distribute	2 hours	
- LAUSD follow-up	30 minutes	
- Change of ownership investigation/remedy	1 hour	
- Perlo petition	30 minutes	
4/17/12 – Conf. Call w/ Daryl re: City Invoicing and DT Streetcar	30 minutes	(completed)
4/17/12 – Elleven HOA meeting	1 hour	(completed)
SERVICES SUBTOTAL	48.5 hours x \$200/hr	\$9,700.00
MATERIALS PROVIDED		
	163 B&W pages (\$0.10/page)	\$16.30
	8 Color pages (\$0.75/page)	\$6.00
MATERIALS SUBTOTAL		\$22.30
TOTAL		\$9,722.30
BALANCE NOW DUE		\$9,722.30

DEVINE STRATEGIES
645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 5/19/2012

INVOICE NO: SPSPG6

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: BID renewal-related services and administrative/management services

HOURS: 38.25 hours @ \$200/hour = \$7,650.00

SUBTOTAL: \$7,650.00

MATERIALS: \$83.60 (386 B&W pages @ \$0.10/page; 60 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: **\$7,733.60**



SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

4/18/12 – Renewal-related issues	4.5 hours	(completed)
Tasks included:		
- Coordination w/ Clerk re: change of owner issues	30 minutes	
- Follow up on LAUSD, Elleven & Perlo petitions	1 hour	
- Extract Elleven petitions and ship to Larry Pfander	2 hours	
- Prepare/print complete petition packets for 4/19 EVOQ mtg	30 minutes	
- Scheduling/rescheduling coordination for AEG mtg	30 minutes	
4/18/12 – Streetcar Issues	1.5 hours	(completed)
- Conf. Call w/ Daryl Landis re: Streetcar & Clerk/invoicing	30 minutes	
- Conf. Call w/ J. Wethington-McLean re: Streetcar outreach	30 minutes	
- Cross-reference Streetcar list w/ SP BID renewal list	30 minutes	
4/19/12– Renewal-related issues	2 hours	(completed)
Meetings included:		
- Meeting w/ Marty Caverly & Robin Bieker re: petition	1 hour	
- Follow-up email to M. Caverly; email update to Daryl/Marco	30 minutes	
- Conf. Call w/ Don Steier re: renewal/City Atty	30 minutes	
4/20/12 – Conf. Call w/ M. Hartounian re: petition/assessment	45 minutes	(completed)
4/23/12 – Renewal-related petition coordination w/ Dalila Sotelo	30 minutes	(completed)
4/24/12– Renewal-related issues	1.25 hours	(completed)
Tasks included:		
- Scheduling coordination re: Grand Lofts HOA	15 minutes	
- Email to Daryl re: Streetcar	15 minutes	
- Email follow-up w/ S. Perlo re: petition (change of owner)	15 minutes	
- Email follow-up w/ M. Hartounian	15 minutes	
- Identify Luma HOA contact and next HOA mtg date	15 minutes	
4/25/12 – Renewal-related issues	4.25 hours	(completed)
Tasks included:		
- Attend Grand Lofts HOA meeting	1 hour	
- Extract Grand Lofts petitions and ship to _____	1.5 hours	
- Call/Email to Rick Scott (returning his call)	15 minutes	
- Extract petition for 901 W Olympic	15 minutes	
- Extract AEG/LA Live/Tanner/Leiweke petitions	1 hour	
- Fred Oken email; Concerto email	15 minutes	
4/26/12 – Renewal-related issues	3.5 hours	(completed)
Tasks included:		
- Respond to Clerk re: submission of 2012 Annual Planning Report	30 minutes	
- Address "problem petitions" w/ Miranda Paster	30 minutes	
- Extract Concerto petitions (sold condos) and ship to Linda Ly	1 hour	
- Extract corporate-owned Concerto/Apex petitions	30 minutes	
- Prepare/print petition packets for 4/27 L&R and AEG mtgs	1 hour	

4/27/12 – Renewal-related issues	3.5 hours	(completed)
Meetings included:		
- Lunch w/ Conrad Midolo (L&R) re: petition	1.5 hours	
- Meeting w/ Ted Tanner & Martha Saucedo re: petitions	1 hour	
- Conf. Call w/ Daryl & Marco re: petition status	1 hour	
4/30/12 – Renewal-related mtg w/ Hamid Behdad (H. Behdad & CCDG petitions)	1 hour	(completed)
- Streetcar-related conf. call w/ Eric Metz	1 hour	(completed)
5/1/12 – Renewal-related issues	1 hour	(completed)
Tasks included:		
- Thank you to Grand Lofts HOA; follow-up on units	15 minutes	
- Furnish Daryl w/ corrected Grand Lofts owners (NCA to reissue)	15 minutes	
- General update to Daryl: Riordan, Luma, board-assigned petitions	30 minutes	
5/2/12 – Conf. Call w/ Daryl Landis re: Streetcar	30 minutes	(completed)
5/2/12 – Renewal-related issues	45 minutes	(completed)
Tasks included:		
- Review/feedback on M. Hartounian assessment info	15 minutes	
- Emails about corporate-owned portion of Concerto	30 minutes	
5/3/12 – Extract Starwood/Concerto petition for G. Warfel	30 minutes	(completed)
5/6/12 – Summarize status of board-assigned petitions for Marco's memo (outstanding petitions)	1 hour	(completed)
5/8/12 – Emails w/ Marcus Lieber/RBZ re: 4th Q financials	15 minutes	(completed)
5/9/12 – Renewal-related issues	2.5 hours	(completed)
Tasks included:		
- Call Riordan's office/prep cover letter and packet	1.5 hours	
- Discussion w/ Miranda Paster	1 hour	
5/10/12 – Renewal-related issues	45 minutes	(completed)
- Emails w/ Larry Pfander and Francois Langlois re: LUMA	30 minutes	
- Emails w/ Daryl, Cliff re: M. Hartounian	15 minutes	
5/13/12 – Update status of board-assigned petitions for 5/14 board meeting (outstanding petitions)	1.5 hours	(completed)
5/14/12 – Rescheduling of board meeting/quorum issue	15 minutes	(completed)
- Renewal-related mtg w/ Luma HOA	1 hour	(completed)
5/15/12 – Renewal-related extraction of Luma & Peykar petitions	2.5 hours	(completed)
5/17/12 – City petitions and related emails	1 hour	(completed)

5/18/12 – Renewal-related issues

- Extract Development on Grand Ave petition for G. Warfel
- Obtain revised petition from CCDG

1 hour**(completed)**

30 minutes

30 minutes

SERVICES SUBTOTAL

38.25 hours x \$200/hr

\$7,650.00**MATERIALS PROVIDED** (complete petition packets for L&R, EVOQ and AEG mtgs)

386 B&W pages (\$0.10/page)

\$38.60

60 Color pages (\$0.75/page)

\$45.00**MATERIALS SUBTOTAL****\$83.60****TOTAL****\$7,733.60****BALANCE NOW DUE****\$7,733.60**

DEVINE STRATEGIES
645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 7/19/2012

INVOICE NO: SPSPG6

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: BID renewal-related services and administrative/management services
(NOTE: Invoice covers two months - 5/19 – 7/18; no invoice submitted in June)

HOURS: 31 hours @ \$200/hour = \$6,200.00

SUBTOTAL: \$6,200.00

MATERIALS: \$30.25 (55 B&W pages @ \$0.10/page; 33 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: **\$6,230.25**



SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

5/20/12 – Preparation for 5/21 board meeting (outstanding renewal petitions/assignments)	1 hour	(completed)
5/21/12 – South Park BID Board of Directors Meeting	2 hours	(completed)
5/23/12 – Renewal-related issues Tasks included:	2.5 hours	(completed)
- Coordination w/ R. Scott and J. Lagmay re: City petitions	1.5 hours	
- Coordination w/ M. Paster re: Salvation Army petitions	30 minutes	
- Coordination w/ M. LiMandri & D. Landis re: Salvation Army	15 minutes	
- Discussion w/ M. LiMandri & D. Landis re: Westwood litigation	15 minutes	
5/24/12 – Renewal-related issues Tasks included:	2 hours	(completed)
- Research and emails w/ S. Zawadski re: missing City parcel (research confirmed that this City-owned parcel is under Staples Center and leased to AEG and that City wants AEG to sign for it.)	1.5 hours	
- Conference Call w/ Riordan Foundation staff re: Pantry pkg lot petition	30 minutes	
5/24/12 – Conference Call w/ Daryl re: petition updates, AB2265 and Clerk's request for a cover letter for the MDP	1 hour	(completed)
4/29/12 – Renewal-related issues Tasks included:	1 hour	(completed)
- Call w/ Rick Scott re: MDP letter	30 minutes	
- Coordination with Marco & Daryl to ensure completion	30 minutes	
5/31/12 – Renewal-related issues Tasks included:	1.25 hours	(completed)
- Follow up emails w/ Riordan, CRA, S. Danpour (1220 S Hope)	1 hour	
- Related inquiry from C. Hoffman re: MOU for Venice/Hope Park	15 minutes	
6/1, 6/3, 6/4 and 6/8/12 – Renewal-related petition coordination w/ Riordan's Foundation staff and Pantry property manager (several emails, written answers to questions, two follow-up calls and a conference call)	2.5 hours	(completed)
6/3/12 – AB2265 Tasks included:	1.5 hours	(completed)
- Revisions to letter to reflect current status	1 hour	
- Bulleted answers to questions	30 minutes	
6/4/12 – Renewal-related petition follow-up w/ L&R (C. Midolo)	30 minutes	(completed)
6/15/12 – Conference Call w/ D. Landis re: petition updates, AB2265 and City Clerk	1 hour	(completed)

6/16/12 – AB2265 - Revisions to letter to reflect current committee status and add recipients (bill moved to Senate)	45 minutes	(completed)
6/18/12 – Preparation for 6/18 board meeting (printouts, petition status, review ED description, etc.)	2 hours	(completed)
6/18/12 – South Park BID Board of Directors Meeting	2.5 hours	(completed)
6/19/12 – Provide advice and draft email “cover letter” for Streetcar public meeting notice (CD14/LASI requested that SP BID disseminate information to its stakeholders)	30 minutes	(completed)
6/19 and 7/6/12 – Provide advice on ad space in DT News annual Circular (Downtown Living Summer 2012)	1.5 hours	(completed)
Tasks included:		
- General advice and list of key questions to ask DT News (6/19)	30 minutes	
- Review of pricing guide and ad options (7/6)	30 minutes	
- Conference call to discuss and provide advice (7/6)	30 minutes	
6/24/12 – Renewal-related issues	1 hour	(completed)
Tasks included:		
- Apex (formerly Concerto) property manager contact (local), Apex corporate ownership info (Chiacgo) & Apex petition (per G. Warfel request)	30 minutes	
- 717 Olympic ownership info, name/contact info & petition (per G. Warfel request)	30 minutes	
7/6 and 7/9/12 – Renewal-related petition research and coordination w/ Daryl and Karin re: petitions for four affordable housing developments on Hope St.	3 hours	(completed)
7/9/12 – South Park BID Board of Directors Meeting	1.5 hours	(completed)
Various dates – Review various information (emails, documents) re: renewal efforts, petitions, and current issues affecting South Park which required no direct action by Devine Strategies other than review or forwarding relevant documents/news articles to SP BID	2 hours	(completed)

SERVICES SUBTOTAL	31 hours x \$200/hr	\$6,200.00
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MATERIALS PROVIDED

55 B&W pages (\$0.10/page)	\$ 5.50
33 Color pages (\$0.75/page)	\$24.75

MATERIALS SUBTOTAL	\$30.25
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TOTAL	\$6,230.25
BALANCE NOW DUE	\$6,230.25

DEVINE STRATEGIES
645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 12/1/2011

INVOICE NO: SPSG1

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: Retainer for the above-referenced contract (which shall cover the first 15 hours of contract work.) These hours will be itemized on the next invoice, SPSG2.

HOURS: 15 hours @ \$200/hour = \$3,000.00

SUBTOTAL: \$3,000.00

MATERIALS: \$0.00

EXPENSES: \$0.00

TOTAL DUE: **\$3,000.00**



SIGNED BY: Tara Devine
Principal



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 11/21/2014

INVOICE NO: SPSPG19

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (fourth of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- Support Executive Director's periodic updates to Steering Committee (ongoing)
- Extensive coordination with Engineer to develop Engineer's Report (1st draft) (complete)
- Additional rounds of refinements to 1st draft Management District Plan (ongoing)
- Research to resolve technical issues as part of MDP/ER development (ongoing)
- Parcel research pursuant to incomplete/inaccurate Assessor data (complete)
- Field surveys, parcel map and building permit review for problem parcels (complete)
- Revisions to BID map (complete)
- Create 2nd BID map with APNs (complete)
- Updates to City Clerk staff (ongoing)
- Submission of 1st draft MDP, ER and previously reviewed database for City review (complete)
- 11/19 Conference call w/ J. Lall to outline various technical issues and resolutions (complete)
- Requests by SPSG Board and staff and/or SPII Steering Committee members (ongoing)

SUBTOTAL	35 hours	\$4,875.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$4,875.00

***This invoice covers the fourth of up to nine equal payments for
SPII Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)***



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 10/3/2014

INVOICE NO: SPSG18

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (third of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

- Support Executive Director's periodic updates to Steering Committee (ongoing)
- Additional refinements to 1st draft Management District Plan (ongoing)
- Review of City Clerk's database comments; parcel-by-parcel research/verification (complete)
- Parcel research pursuant to incomplete/inaccurate Assessor data (complete)
- Field surveys, parcel map and building permit review for problem parcels (95% complete)
- Coordination with Engineer to answer questions, incorporate initial comments (complete)
- Updates to City Clerk staff (ongoing)
- Requests by SPSG Board and staff and/or SPII Steering Committee members (ongoing)

SUBTOTAL	35 hours	\$4,875.00
EXPENSES		\$ 0.00
BALANCE NOW DUE	FIXED FEE	\$4,875.00

*This invoice covers the third of up to nine equal payments for
SPII Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)*



645 WEST NINTH STREET, #110-293
LOS ANGELES, CA 90015
310.430.5121

INVOICE

DATE: 9/2/2014

INVOICE NO: SPSG17

CONTRACT: Proposed SPII

TYPE: FIXED FEE

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: SPII BID FORMATION - PHASES II & III: OUTREACH & ESTABLISHMENT

FIXED FEE: \$4,875.00 (second of up to nine equal payments for Phase II & III)

SUBTOTAL: \$4,875.00

EXPENSES: \$0.00

TOTAL DUE: **\$4,875.00**

SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

• Ongoing property owner outreach as needed	(ongoing)
• Support Executive Director's periodic updates to Steering Committee	(ongoing)
• Development of 1 st draft Management District Plan	(complete)
• Initial submittal of database and draft MDP to City Clerk	(complete)
• Identify and retain Engineer for Engineer's Report; furnish Engineer with MDP, database/legend; explain and answer questions	(complete)
• Coordination w/ City Clerk staff to review database, map and MDP	(ongoing)
• Refinement of Management District Plan	(ongoing)
• Requests by SPSG Board and staff and/or SPII Steering Committee members	(ongoing)
SUBTOTAL	35 hours \$4,875.00
EXPENSES	\$ 0.00
BALANCE NOW DUE	FIXED FEE \$4,875.00

*This invoice covers the second of up to nine equal payments for
SPII Formation - Phases II & III: Outreach & Formation
(\$4,875 per each 35 hours of work/NTE \$43,875 total)*

DEVINE STRATEGIES

645 WEST NINTH STREET, #110-293

LOS ANGELES, CA 90015

310.430.5121

INVOICE

DATE: 1/18/2013

INVOICE NO: SPSG12

CONTRACT: Personal Services Contract

TERMS: NET 30

TO: SOUTH PARK STAKEHOLDERS GROUP
ATTN: ACCOUNTS PAYABLE DEPT
1333 S. HOPE STREET
LOS ANGELES, CA 90015

SERVICES: BID renewal-related services and administrative/management services

HOURS: 16.5 hours @ \$200/hour = \$3,300.00

SUBTOTAL: \$3,300.00

MATERIALS: \$0.00 (0 B&W pages @ \$0.10/page; 0 Color pages @ \$0.75/page)

EXPENSES: \$0.00

TOTAL DUE: **\$3,300.00**



SIGNED BY: Tara Devine
Principal

SERVICES PROVIDED

12/18/12 – Emails re: Clerk staff changes and Annual Meeting follow up	45 minutes	(completed)
1/9/13 – Discussion w/ Jessica Lall re: Devine Strategies contract and misc. questions/information	45 minutes	(completed)
1/10/13 – Communication w/ CD14 and SP BID Board re: BID Contract with the City	30 minutes	(completed)
1/14, 1/16, 1/17 and 1/18/13 – SP BID 1 st Quarter Report	7 hours	(completed)
Tasks Included:		
- Coordination with RBZ	30 minutes	
- Coordination w/ J. Lall, D. Landis & dispatch for monthly stats and BID activities; read and review safe and clean team reports	1 hour	
- Report, follow-up questions, minor revision and explanation of process	5.5 hours	
1/14, 1/16, 1/17 and 1/18/13 – SP BID 4 th Quarter Report	7.5 hours	(90%*)
* to be completed on 1/22		
Tasks Included:		
- Coordination with RBZ	30 minutes	
- Coordination w/ D. Landis & dispatch for monthly stats and BID activities; read and review safe and clean team reports	1 hour	
- Report, follow-up questions and minor revisions	6 hours	

SERVICES SUBTOTAL	16.5 hours x \$200/hr	\$3,300.00
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MATERIALS PROVIDED

0 B&W pages (\$0.10/page)	\$ 0.00
0 Color pages (\$0.75/page)	\$ 0.00

MATERIALS SUBTOTAL	\$ 0.00
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TOTAL	\$3,300.00
BALANCE NOW DUE	\$3,300.00